



as far as the mind can see

Advanced Placement Exam Proctor (6 Positions Available)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Francis Parker School Upper School Academics seeks qualified and experienced proctors for Advanced Placement (AP) Exams administered in May 2023. This is a temporary position with varied hours depending on the number of exams given. The AP exam schedule for May 2023 is May 1 – 5 and May 8 – 12. The AP Late-Testing exam schedule is May 17 - 19, 2023.

Essential Duties/Responsibilities:

- Must be reliable and able to commit to a set schedule
- Attend a brief mandatory proctor training session in the month of April
- Comply to the rules of the administration of exams and accept and rigorously follow the security policies mandated by the AP Program
- Must be comfortable interacting with students and managing both small and large groups
- Bring exam materials and supplies to testing rooms and set up exam equipment (CD players, tape recorders, etc.) as necessary
- Admit and seat students and report attendance to AP Coordinator
- Frequently monitor students during testing
- Guard against attempts at cheating and report any incidents of suspected cheating to the AP Coordinator immediately
- Collect, organize and deliver all testing materials to AP Coordinator after each exam
- Ability to lift up to 25 lbs.

Qualifications:

Supervise the testing room, read the examination administration script, help distribute and collect exam materials, and accept responsibility for timing the exams and ensuring examination security.

Please note: Persons who are teachers (including AP teachers) may proctor exams only in subject areas they do not teach and individuals may not proctor an AP exam or handle materials for an exam in the year in which an immediate family or household member may be taking that exam.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110



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Salary and Benefits:

This position is temporary and is not eligible for benefits. The daily rate of pay is \$165/full day and \$82.50/half day.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: sbenoit@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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