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## ANNOUNCEMENT OF VACANCY TESTING COORDINATOR/504 COORDINATOR (PART TIME)

The Mississippi School for Mathematics and Science (MSMS) is accepting applications for the position of **Testing Coordinator / 504 Coordinator**. This position may be filled as a part-time and reports directly to the Director of Academic Affairs. The Testing Coordinator is responsible for administering all aspects of the MSMS testing program. Responsibilities include planning, coordinating, administering, and ensuring compliance with all Mississippi State Assessments and Advanced Placement (AP) examinations, as well as the PSAT and ACT for junior students. As the school's 504 Coordinator, this position oversees the Section 504 process for students with documented medical needs. The school coordinates and implements appropriate accommodations through Section 504 plans. Additional responsibilities include providing high-quality testing and test security training for faculty and staff.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh- and twelfth-grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit [www.themsms.org](http://www.themsms.org).

### **RESPONSIBILITIES**

- Manage all facets of the MSMS standardized testing programs
- Provide annual testing and test security training for faculty and staff.
- Coordinate with the Office of Facilities and Technology for testing locations/tech needs
- Maintain confidential matters in all aspects of the MSMS testing program
- Complete reporting and manage compliance with all testing entities
- Attend all state and regional testing meetings.
- Coordinate in developing short- and long-term planning for testing administration
- Perform other testing duties as needed
- Assist with MSMS' 504 process

### **DESIRED SKILLS/CHARACTERISTICS**

- Excellent interpersonal skills
- Exceptional oral & written communication skills
- Ability to work collaboratively as a member of a professional team.
- Proficiency with Microsoft Office, databases, online testing platforms, and other technology applications.
- Strong organizational skills
- Self-Motivated with the ability to manage priorities and deadlines.
- Ability to learn and interpret state and national testing policies and procedures

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in a related area
2. Valid and current MS educator license

### **POSITION DETAILS**

1. Beginning salary ranges from \$28,306 – \$31,625.50.
2. This is a 10-month position (20 hours/week, 3 days/week).
3. Mississippi state insurance and retirement benefits

An application can be made by submitting a resume and cover letter to [hr@themsms.org](mailto:hr@themsms.org). The position will remain open until it is filled. All applicants will be acknowledged, but only selected candidates will be invited for an interview. For more information, visit [www.themsms.org/employment](http://www.themsms.org/employment) or contact:

Mississippi School for Mathematics and Science  
1100 College Street, MUW-1627  
Columbus, MS 39701  
[hr@themsms.org](mailto:hr@themsms.org)  
(662) 329-7674

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*An Opportunity for Excellence*