

Job Description

Testing Center Assistant

Our Mission:

To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

ISP Child Protection Policy Statement

Schools strive to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and social development. Child abuse and neglect are of growing concern in schools throughout the world.

The International School of Panama, in keeping with our core beliefs and mission statement, has adopted a Child Protection Policy that will empower students, families and staff in matters related to the health, safety and care of children in attendance at our school.

This Child Protection Policy is the school's commitment to do our utmost to prevent and protect children from abuse. It is a statement of intent that demonstrates the school's commitment to safeguard children from harm and makes clear to all its members what is required in case of a known or suspected case of abuse. All ISP faculty, staff, and employees, as well as all students, parents and other relevant community members and service providers associated with the school (the "ISP Community"), have a legal obligation to report suspected incidences of child abuse or neglect whenever they have reasonable cause to believe that a child has suffered or is at risk of suffering any type of abuse regardless of the location where the abuse takes place.

You can find detailed information on our Child Protection Policy at isp.edu.pa

Testing Center Assistant at ISP

The Testing Center Assistant manages the daily operation of the Secondary testing center, including scheduled assessments, make-up exams, and retakes, and supervises quiet, assigned study time. This full-time position provides a calm, organized environment where students can complete assessments with their approved accommodations and use independent study time productively.

Working closely with teachers, Learning Support, and Secondary administrators, the assistant ensures reliable scheduling, secure handling of assessments, accurate records, and active student supervision.

- **Reports to:** High School Principal or designated administrator
- **Collaborates closely with:** Teachers, Learning Support, counselors, and Secondary administrators

Responsibilities Including but not limited to:

Testing Center Scheduling and Assessment Coordination

- Manage the schedule for assessments, make-up exams, and teacher-approved retakes, considering space, supervision capacity, assessment duration, and accommodations.
- Confirm arrangements with teachers and students, including timing, permitted materials, administration instructions, and retake authorization.
- Coordinate the secure receipt and storage of assessments and the prompt return of completed or partially completed work to teachers.
- Organize testing materials and prepare approved technology and the room before each session.
- Communicate scheduling conflicts, missing materials, and changes promptly to relevant staff.

Student Accommodations and Testing Conditions

- Know and consistently implement students' documented testing accommodations in collaboration with Learning Support.
- Arrange approved supports, including extended time, breaks, reduced distractions, accessible materials, and assistive technology.
- Clarify accommodation requirements before testing and seek guidance when a support cannot be provided as planned.
- Maintain appropriate testing conditions, including seating, noise levels, access to materials, and management of interruptions.

- Protect student privacy and maintain confidentiality when handling accommodation information.

Active Supervision and Academic Integrity

- Actively supervise exam takers throughout each session, maintaining visibility and attentiveness.
- Clearly communicate and consistently reinforce expectations for academic integrity, device use, permitted materials, movement, and communication.
- Monitor individual start and finish times, extended-time arrangements, and approved breaks.
- Provide procedural clarification within teacher instructions and refer assessment-content questions to the teacher.
- Document and promptly report suspected academic misconduct, disruptions, or other concerns according to school procedures.

Records, Attendance, and Communication

- Maintain an accurate log of assessment requests, including make-up exams and retakes, scheduled sessions, completion status, and return of work.
- Record incomplete assessments, the reason for noncompletion, and follow-up arrangements confirmed with the teacher.
- Maintain accurate attendance records, including arrivals, departures, absences, and approved breaks.
- Notify relevant staff promptly when students miss scheduled assessments or leave work incomplete.
- Keep assessment materials and student records organized, secure, and accessible to authorized staff.

Supervised Quiet Study

- Maintain a quiet, structured environment for independent study and assignment completion.
- Record attendance and monitor arrivals, departures, and authorized movement.
- Reinforce expectations for productive work, appropriate technology use, and respectful behavior.
- Check that students have a clear task, monitor engagement, and redirect students as needed.
- Refer students requiring academic assistance to the appropriate teacher or support service.
- Coordinate study arrangements with testing needs to preserve exam conditions and accommodations.
- Communicate recurring attendance, engagement, or behavior concerns to relevant staff.

Professionalism and Collaboration

- Build positive, respectful relationships with students and colleagues.
- Exercise sound judgment and discretion when handling student information and assessment materials.
- Communicate clearly and respond to concerns thoughtfully and promptly.
- Follow school safeguarding procedures and report concerns through established channels.
- Collaborate with colleagues to improve testing center and study hall routines.

Scope of Responsibility

The assistant manages testing logistics, administers assessments according to teacher instructions, implements documented accommodations, and supervises students within established school expectations.

Teachers retain responsibility for assessment content, grading, retake eligibility, and academic follow-up. Changes to accommodations are determined through established Learning Support procedures. Concerns requiring disciplinary decisions or additional student support are referred to the appropriate staff or administrator.

What you will do: Day-to-day tasks:

- Review assessment and retake requests; confirm materials, instructions, and accommodations.
- Prepare the space for testing daily.
- Communicate and reinforce expectations to students.
- Record attendance, actively supervise students, and monitor assessment timing and completion.
- Secure and return assessments, update logs, and communicate necessary follow-up.
- Carry out additional duties appropriate to the role as assigned.

What you bring: Characteristics this candidate needs to possess to excel in this position.

- Strong organization, attention to detail, and reliable follow-through.
- A calm, approachable manner with consistent expectations.
- Sound judgment, discretion, and respect for confidentiality.
- Clear communication and a collaborative approach.
- Confidence supervising adolescents and addressing concerns respectfully.
- The ability to manage competing requests while maintaining attentive supervision.

Social Emotional Learning, Wellness and Student Leadership: As an integral part of The International School of Panama, we are committed to fostering a nurturing and inclusive environment that values character development, social-emotional learning (SEL), wellness, and

student leadership. We are seeking individuals who not only possess the necessary qualifications for the role but also bring a deep understanding and experience in promoting SEL, wellness initiatives, and facilitating student leadership development. Successful candidates will actively contribute to our mission of empowering students to thrive academically and personally by incorporating these topics into their work.

Qualifications: Necessary skills, knowledge, and experience to perform this job.

Required

- Experience in administrative coordination, student supervision, or a related role.
- Proficiency with spreadsheets, digital calendars, and recordkeeping systems.
- Strong English communication skills.
- Ability to follow assessment instructions and implement documented accommodations accurately.
- Willingness to complete training in safeguarding, assessment administration, and student accommodations.

Preferred

- Experience working in a secondary school or testing environment.
- Familiarity with academic integrity procedures and testing accommodations.
- Relevant administrative or educational training.
- Spanish proficiency.

Please confirm the date when this job description was last updated:

Oct 4, 2026