

## JOB DESCRIPTION

**POSITION TITLE:** Instruction Services and Testing Coordinator

**FUNCTION:** Plays a key role in the implementation of the National Level Testing programs through cooperation with the Examiner Committee Chair(s) and committee members; assists volunteers in meeting deadlines and obligations; provides support and assistance to the Instruction Services Director.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** Experience and/or educational background in organizational skills, human relations and meeting planning. Must be computer literate and able to adapt and to learn new software and website needs. Occasional evening and weekend hours required and travel.

### **RESPONSIBILITIES:**

1. Works directly with the Examiner Committee Chair(s) to administer the National Level Testing Program. Works with the development of new materials, revision of old materials, and securing approval of final text. Materials include, but are not limited to: website NE Group pages, candidate pages and RS pages, Examiner Handbook, and testing guidelines/information for examiners, candidates, Organizers, RS's, etc. Keeps the Instruction Director apprised of things being discussed and worked on in the Examiner Committee and testing issues.

Works directly with the Examiner Committee Chairperson(s) to maintain accurate National Examiner rosters. Maintains Testing Schedule on website. Schedules and participates in Examiner Committee conference calls, records and disseminates minutes.

Coordinates dissemination of national level testing information, deadlines, reminders, etc. through vehicles such as Discover USPC Magazine, *E-News*, and the USPC web site. Maintain NE Group Pages, and Examiner.

2. In cooperation with Examiner Committee Chairperson(s) organizes and coordinates National Examiners Program, assists the committee in planning, organizing, and conducting Examiner Virtual seminars.
  - a. Coordinates Examiners Virtual Seminar. Prepare and provide materials/packets needed for the Examiner Seminar.
  - b. Serves as liaison between Examiner Committee Chairperson(s), National Examiners, Regional Supervisors, Organizers and Candidates.
3. Receives testing applications and works with Examiner Committee Chairperson(s) on preparing rosters, schedules etc. as outlined below.

- a. Maintains testing database, including applications, test sites, examiner assignments, rosters, etc.
  - b. Post Test Dates and facility location as requested by the RS to the web Testing Schedule. Keep updated.
  - c. Verify candidate eligibility and processes applications.
  - d. Reconcile testing income monthly.
  - e. Maintain NE assignment records. Keep NEs, test organizers, etc. apprised of assignments and changes. Generate reports and rosters as needed.
  - f. Track candidate numbers changes and keep Examiner Committee Chair(s) and Organizers apprised of number changes that would affect NE assignments.
  - g. Process return PIP Packets with test results in Testing Database and Membership Database. Send certificates (where appropriate) and test sheet to all candidates.
  - h. Process re-tests with test results in Testing Database and Membership Database. Send certificates (where appropriate) and test sheet to all candidates.
  - i. Review test evaluations from candidates, Regional Supervisors, Examiners, Impartial Observers and Organizers. Provide copy to appropriate Level Committee Review Person. Generate reports for Examiner Committee Chairperson(s), NE's, RS's, etc. Enter evaluations into the database when needed.
  - j. Compile and provide NE PIP Packets, Organizer and IO Packets and candidate test assignment memos.
  - k. Provide complete end-of-season National Testing analysis of test results, percentage of passes, and related information/statistics.
  - l. Provide RS mailings for candidate assignments, test sheet copy, end of year pass/DNMS results and region pass percentages and facility report card.
  - m. Update information and guidelines for Examiners, candidates and others concerned with the National Testing Program.
  - n. Receives NE Apprentice applications and forwards them to the Examiner Committee Chair(s). Maintain NE Apprentices in database and web, Group Pages and apprentice test assignments.
4. Maintain the National Examiner List. Verify that NEs are paid Corporate or Life Members, have completed background check, Youth Protection training (SafeSport), current First Aid card and submitted Continuing Education Form. Update contact information.
  5. Works with the Regional Instruction Committee (RIC) to help disseminate their information and quarterly conference video calls.
  6. Works with Instruction Director to support and implement the National Youth Congress and Academy of Achievement program at the yearly Convention.
  7. Undertakes any additional tasks that may be assigned by the Instruction Services Director and/or CEO/Executive Director. Regularly reports information to the Instruction Services Director.

**RELATIONSHIPS:** Reports to the Instruction Services Director. Partners with the Examiner Committee Chairperson(s). Has frequent contact with Examiner Committee, National Examiners, RS's and Organizers regarding testing, National Testing candidates and parents, etc. Has frequent contact with other staff members. Must be able to communicate and work well with others as a team.

Send Resume and Cover Letter to Karen Clark at [finance@ponyclub.org](mailto:finance@ponyclub.org).