

Brentwood Christian School
VIP Coordinator Job Description

Team Title: Math Command Classroom Grader

Overall Job Description: Grade student Math Command tests for a particular teacher's classroom.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Grade the classroom tests throughout the year, in accordance with the testing schedule
2. Report test grades and ranking achievements to the Math Command Program Coordinator by the Friday in which tests were taken
3. Assign next test to the students based on previous testing achievements
4. Update classroom chart in accordance with testing achievements accomplished biweekly

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Math Grading efficiency
- Communication skills
- Basic computer email skills preferred, for electronic reporting
- Prompt test grading and reporting
- Must be able to gather new tests in the school's work room at least 30 minutes during the grading week.

Written By: Kathie Beagle

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