
OYIS highly values the safety and wellbeing of our students. All employees are expected to take Child Protection training as provided by the school. Background checks are also conducted on all adult employees and volunteers of the school.

Welcome to Osaka YMCA International School (OYIS)! Located in central Osaka, OYIS is a non-profit day school offering the IB PYP, MYP, and Diploma Programme. With 340 students from 34 countries, we foster a warm, inclusive community built on family, empathy, and learning. Accredited by WASC and a member of EARCOS, we deliver a world-class IB education while prioritizing individual needs.

Testing Coordinator

Job Summary:

The Testing Coordinator is responsible for the successful planning, administration, and oversight of all standardized and internal testing programs at OYIS. This role ensures that assessments are conducted fairly, accurately, and in compliance with external standards while providing essential support and accommodations for diverse student needs.

Essential Requirements:

- Bachelor's degree in Education or a related field.
- Proven experience in educational assessment and testing coordination.
- Strong organizational skills and meticulous attention to detail.
- Excellent communication and collaboration skills with staff, students, and parents.
- Familiarity with standardized testing platforms and data management.
- Experience working in an International Baccalaureate (IB) or international school setting.
- Advanced degree in Special Education or Educational Leadership.
- Experience with MAP, PSAT, and WIDA assessment tools.

Major Responsibilities

- **MAP Testing:** Lead the coordination, scheduling, and administration of Measures of Academic Progress (MAP) testing cycles throughout the year.
- **WIDA (In-house Testing):** Oversee the implementation of WIDA assessments to monitor English language proficiency and support EAL program placement (for admitted students).
- **Accommodations Planning and administration:** Develop and manage individual testing accommodations for students with documented needs, ensuring equitable access to all assessments.

- **PSAT Testing:** Serve as the primary coordinator for PSAT administration, managing logistics, materials, and reporting.
- **Targeted Support:** Provide **targeted** "pull-out" or "in class" support for students for specific academic interventions grades 9-12.
- **WCJ Testing:** Coordinate and administer Woodcock-Johnson (WCJ) testing as required for student evaluation.
- **Data Management:** Ensure the secure handling of testing materials and the accurate reporting of results to relevant stakeholders.
- **Staff Training:** Provide training and guidance to faculty and proctors regarding testing protocols and ethical standards.

Contributing to a Learning Community

- Actively participate in professional development and school-wide events.
- Collaborate with the Inclusion team and classroom teachers to integrate assessment data into instructional planning.
- Model the values of empathy, inclusion, and lifelong learning within the OYIS community.

Application Process:

Interested candidates should submit a cover letter and resume to employment@oyis.org. Applications will be accepted until March 20, 2026.