



DATE POSTED: FEBRUARY 2, 2026
APPLICATION DEADLINE: FEBRUARY 12, 2026

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITIONS NOTICE

(vacancy for the 2026-2027 school year)

POSITION: Testing Coordinator

LOCATION: Vanguard Tech Center Campus, Fremont

**MINIMUM
QUALIFICATIONS:** Possess a Bachelor's Degree and a State of Ohio Educator's license. Prior teaching experience at the high school level is preferred. Possessing excellent communication, organizational skills, and computer skills (Excel and Access, knowledge of testing platforms/computers, updating testing software, navigating/entering/exporting information into DASL, Office 365/OneDrive) are desired traits. A valid Ohio driver's license and positive background checks (BCI/FBI) are mandatory.

**GENERAL
DESCRIPTION:** The coordinator shall be data-driven and able to manage testing for the Vanguard Tech Center. This includes the organization of all certificates, building of a testing calendar, and monitoring, entering, verifying, and tracking testing data. The coordinator shall maintain contact with partner school districts to communicate testing and credentials back and forth, work with special education staff (IEP/504) to ensure appropriate accommodations are in place, and recruit, train, and guide proctors and other staff on test protocols and procedures. The candidate shall implement the Superintendent's directives, district goals, and policies of the Board of Education.

WORK WEEK/YEAR: 185 days

SALARY: In accordance with the collective bargaining agreement.

BENEFITS: Accumulated sick leave, group medical and dental insurance, and State Teachers Retirement System (STRS) pension.

STARTING DATE: 2026-2027 school year

APPLY TO: Paige Webb, Office of the Superintendent, (419) 332 - 2626 ext. 1003
1306 Cedar Street, Fremont, Ohio 43420

pwebb@vsctc.org

Submit a completed employment application, resume, copy of college transcripts, industry credentials, and current State of Ohio educator licenses.