

**SSATB JOB DESCRIPTION**  
(8/24/2015)

Internal Job Title:	Test Development Project Manager
Status:	FT Exempt
Reports To:	Chief Testing and Research Officer
Supervises:	Testing and Research Group

**GENERAL FUNCTION:**

The Test Development Project Manager has primary responsibility for managing the test development, process. The incumbent serves as manager of test development and coordinates the work among SSATB, outside vendor, content committee and item writers. In addition, this position will manage the item writing workflow processes, and periodically plan item writing workshops.

**ESSENTIAL FUNCTIONS**

1. Manage test construction workflow process, including working with vendors, scheduling committee meetings, assigning item writing tasks and tracking, and tracking and documenting changes during test construction processes
2. Assume managerial responsibility for the maintenance of an item bank
3. Work closely with psychometricians during the test construction process and during the analysis phases to assist in quality assurance; Conduct quality control work of all items used in the construction of test forms
4. Assist special research projects
5. Be self-directive in maintaining the knowledge and expertise related to the test development process
6. Schedule Item Writing Workshops; Recruit item writers and committee members; manage item writing assignment
7. Process invoices submitted by item writers and committee members
8. Establish and maintain positive relationship with the committees; provide support as appropriate

## **QUALIFICATIONS**

BA/BS in Math, Education, Psychology or English or equivalent required. Minimum 1 to 3 years of experience in a professional or educational testing environment involving item/test development/editing is preferred. An advanced degree is highly desirable.

- Superior Project management skills: well organized, detail oriented, sticking to the schedule and making sure the delivery on time
- Superior written, interpersonal, communications skills
- Proficiency in Microsoft Office Suite is required
- Basic knowledge/training in Statistical Measurement/Analysis is preferred
- Travel (10-15%) is required

**OTHER REQUIREMENTS**

**PHYSICAL**

On the job the employee must:

- (O) Bend      (F) Sit
- (O) Squat    (O) Stand
- (N) Crawl    (F) Walk
- (N) Climb    (O) Push/Pull
- (O) Kneel
- (O) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (O) Use fine finger movements
- (F) Utilization of computer Equipment (including keyboard/ "mouse" operation and monitor viewing)
- (F) Utilization of telephone equipment
- ( ) Other \_\_\_\_\_

Must carry/lift loads of:

- (O) Light (up to 25lbs.)
- (N) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

\*\*Rate of occurrence

F= Frequent   O=Occasionally   N=Not at all

**MENTAL**

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (O) Perform Calculations
- (F) Communicate orally
- (F) Reason and analyze
- ( ) Other \_\_\_\_\_

**ENVIRONMENTAL**

On the job the employee:

- (N) Is exposed to excessive noise
- (N) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (N) Is exposed to dust, fumes, gases, radiation, microwave (circle)
- (N) Drives motorized equipment
- (N) Works in confined quarters
- ( ) Other \_\_\_\_\_