



## Director, Development Systems

ACT, Inc. is inviting qualified candidates with experience developing computer-based tests to apply for the position of Director, Development Systems. This position will be located at our national headquarters office in Iowa City, IA.

ACT is a not-for-profit, nationally recognized leader in educational and workforce assessment, research, and information services. Each year, ACT serves millions of people in elementary and secondary schools, colleges, professional associations, and government agencies. ACT programs and services have one guiding purpose: helping people achieve education and workplace success.

The Director will manage operations and personnel in the Development Systems area, including the Item Bank Unit and the Technical Support group. The successful candidate will also be responsible for planning and managing test development and item/test analyses activities for client and ACT-owned testing programs. Typical work-related activities include:

- Plan and supervise design of resident and client item banks, execution of production and quality control procedures, and development of technical documentation for paper and pencil and computer-based testing programs.
- Define system requirements, specifications, test plans, and quality assurance methods for paper-and-pencil and computer-based testing programs.
- Conduct analyses of testing program technical characteristics.
- Write technical documentation for testing programs.
- Conduct investigations to determine preferred item-response theory models and classical test theory methods for testing programs.
- Develop and monitor project management schedules and staffing plans.
- Recruit and supervise technical support staff.
- Assist in developing costing estimates for development and delivery of assessments.
- Write proposals and development plans.
- Coordinate and monitor computer-based testing projects across ACT.
- Represent ACT and its programs at professional meetings.

Qualified candidates must have a Doctorate in educational measurement, psychometrics, or closely related field and at least 5 years of experience with developing computer-based tests, or the equivalent combination of education and experience. This position also requires demonstrated competence in computer and software usage, including word processing, spreadsheet, database, project management, Windows, and specialized psychometric programs (e.g., Bilog, Parscale). Strongly preferred qualifications include direct experience developing and delivering item response theory-based computer-adaptive tests; demonstrated experience with item banking and pool assembly; and demonstrated knowledge of item selection, item exposure control, ability estimation, classification testing, and linear and variable length testing. Finalist(s) for this position will be subject to a pre-employment criminal background check as a condition of employment.

**To apply for this position, please visit ACT's employment website at [www.act.org/humanresources](http://www.act.org/humanresources) and complete the online application.**

ACT offers an attractive compensation/benefits package including health, dental, vision, and life insurance; generous vacation, holiday, and sick leave; 403B retirement program; tuition reimbursement; and relocation assistance.

ACT employees enjoy opportunities for personal growth and advancement, rewarding and challenging work in a people-oriented environment, an organizational culture that values work/life balance, and commitment to a diverse workforce and an environment of inclusion.

ACT is an Equal Opportunity Employer and Values Diversity in People and Ideas.