

Director, Technical Support, Test Development

ACT, Inc. is currently inviting qualified doctoral graduates with experience developing computer-based educational assessments to apply for the position of Director, Technical Support in the Test Development area of the Education division. This position will be located at our national headquarters office in Iowa City, Iowa.

ACT is a not-for-profit, nationally recognized leader in educational 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, Technical Support will plan and manage test development and item/test analyses activities for client and ACT-owned testing programs. Typical work-related activities include:

- Plan and supervise design of test specifications, 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 doctoral degree in educational measurement, psychometrics, or closely related field and at least 4 years experience developing computer-based tests. Must be proficient with computer software programs, including specialized psychometric programs (e.g., Bilog, Parscale). Strongly prefer candidates with direct experience developing and delivering item response theory-based computer-adaptive tests, item banking and pool assembly, 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.

ACT offers an attractive compensation/benefits package including 15 days paid vacation, 9% of salary contribution to 403B retirement, 11 paid holidays, tuition reimbursement, health, dental, vision, and life insurance, 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.

To apply for this position, please visit our website at www.act.org/humanresources and click on the position listing.

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