

## **American Board of Pediatrics: Our Organization and Aim**

The American Board of Pediatrics (“ABP”), located in Chapel Hill, North Carolina and employing approximately 100 individuals, certifies general pediatricians and pediatric subspecialists based on standards of excellence that lead to high quality health care for infants, children and adolescents. The ABP certification provides assurance to the public that a general pediatrician or pediatric subspecialist has successfully completed accredited training and fulfilled the continuous evaluation requirements that encompass the six core competencies: patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice. The ABP’s quest for excellence is evident in its rigorous evaluation process and in new initiatives undertaken that not only continually improve the standards of its certification but also advance the science, education, study, and practice of pediatrics.

## **The Opportunity: Director, Psychometrics**

This position will manage the psychometric department and will be responsible for the overall planning, directing, and oversight of the psychometric activities for the ABP. Duties will include the development of score interpretation materials and testing program publications and making recommendations and giving advice on measurement issues related to ABP examinations and self-assessments. This position will also assist in data management, statistical inquiries, report generation, and research activities related to the development of ABP programs, including but not limited to, security, test development, workforce, resident tracking, program performance, and various research initiatives. This position will require work with multiple departments within the ABP as well as working with vendors, including but not limited to the test delivery vendor, data security vendor, item banking vendor and others. This position will also work closely with the test development department to ensure that examinations are built to ensure that they are valid, reliable, and defensible. This position will also represent the ABP externally at various events such as testing conferences or American Board of Medical Specialties (ABMS) member board meetings.

### **Essential Functions:**

1. Supervise the Psychometric staff, with attention to mentoring, staff development, and project management to ensure the best utilization of staff knowledge, skills, and abilities.
2. Oversee, coordinate, and monitor all scoring, reporting, documentation, and psychometric activities for ABP examinations and assessment instruments.
3. Provide expertise and leadership in the development of psychometric activities, as well as the management and monitoring of project activities and workflow.
4. Work closely with the test development staff in the creation of examinations to ensure fit with equating design, as well as to develop an understanding of the item banking system.
5. Enhance interdepartmental communication; act as a liaison between departments; interface with others on technical psychometric issues.
6. Serve in lead role with regard to oversight of vendor relationships, including secure test delivery vendor, test security vendor, and item banking system vendor.
7. Represent the department when presenting and interfacing with the psychometric staff from other member boards and at testing conferences, including but not limited to ATP, ICE, AERA/NCME, and RIME.
8. Responsible for the development and publication of reports related to the annual resident/fellow tracking results, program-level data, and workforce data.
9. Respond to examination performance requests from candidates/diplomates and data requests from various external inquiries
10. Support the research efforts of the ABP through work with its research partner, collaboration on research projects and writing of research papers and reports.

### **Leadership:**

1. Clearly visualize goals; develop, plan, and communicate them to the team to align department goals with organizational direction.
2. Establish and maintain an environment for open communication by actively listening, being open to constructive critiques on how to improve, providing constructive feedback, and proactively sharing information needed by other individuals and groups.
3. Ensure team meetings are properly documented through minutes that are distributed and reviewed and available to department staff.

4. Establish and maintain an environment supportive of staff that fosters individual motivation, high levels of individual and team performance, and quality of service by ensuring that work is delegated appropriately and by offering hands-on assistance and support to employees and co-workers.
5. Establish and maintain an environment that creates positive morale, ensuring objectivity and fairness to all individuals.

#### **Human Resources:**

6. Proactively plan for operational changes that have an impact on recruitment, selection, and staffing levels by partnering with HR.
7. Write clear, fair, and objective performance evaluations for employees.
8. Facilitate staff development by encouraging learning opportunities that challenge and increase skills.
9. Ensure that staff has the tools needed to be successful at their respective jobs.
10. Consistently meet established HR milestones.
11. Effectively manage performance issues and conflicts in a fair and consistent manner.

#### **Financial:**

12. Conserve organizational resources.
13. Develop an appropriate budget and forecast that properly assess the needs of the department.
14. Manage department workload/operations to approved budget.
15. Monitor and evaluate vendor contracts on a regular basis (at least once every three years) to ensure quality and cost effectiveness, making changes as appropriate.
16. Properly complete and submit all ABP financial forms and documents in a timely manner.

### **Position Requirements:**

#### **Education:**

PhD in psychometrics, educational measurement or a related field strongly desired; Masters Degree and equivalent experience required.

#### **Experience:**

Five to seven years experience in a state or national testing program, preferably in the area of medical education; experience in project management and leadership.

#### **Skills:**

Advanced knowledge of psychometric methods, statistical procedures, and their applications; application of item response theory, equating, and scaling; good presentation skills; and familiarity with SPSS or SAS, IRT software, equating software, and other key psychometric packages.

### **Expression of Interest:**

Candidates are asked to submit a detailed resume to [hrabp@abpeds.org](mailto:hrabp@abpeds.org). All communication regarding this opportunity will be strictly confidential. Candidates selected for the interview process will be contacted to schedule a phone screen before the on-site interview process with key members of the ABP's management team begins. No contact with current or previous employers will be made without permission of the candidate. No phone calls please. Relocation of the ideal candidate is a possibility. The American Board of Pediatrics is an Equal Opportunity Employer.