

Director of Psychometrics

Location: Dover, NH 100 Education Way

Full Time/Part Time: Full time

Position Summary

The Director of Psychometrics will develop and implement psychometric analysis for testing programs as well as the execution of research studies. This position is responsible for overseeing the psychometrics department to ensure accurate and timely statistical findings to management and clients. Additional responsibilities include the following:

- Provide leadership in the development of psychometric proposal designs.
- Oversee departmental personnel (hiring, terminating, etc.)
- Coach and mentor psychometrics staff, and serve as a resource person for the organization and department in reference to statistical analysis.
- Plan and establish goals and objectives for statistical analysis activities for testing programs and projects.
- Conceptualize, direct, and manage the statistical/measurement activities performed by the department.
- Conduct seminars/presentations on psychometrics for staff, management, clients, and other affiliates.
- Manage attributes of the psychometrics department, including testing modes, item types, psychometric methods, and technology.
- Review statistical and research plans and results for reasonableness and accuracy.
- Contribute to departmental budget for individual contract proposal.
- Manage and monitor departmental scheduling and workflow.
- Enhance interdepartmental communication; act as a liaison between departments.
- Interface with clients on technical psychometric issues.
- Participate, evaluate, and approve of test design process and sampling plan for contracts.
- Oversee contract related research projects.
- Develop and implement specific psychometrics services to meet client needs.
- Support the Research Department by assisting with proposals for externally funded research projects and grants.
- Work with the Research Department, participate and help manage funded research projects.

Qualifications

- PhD (or Ed.D.) in educational measurement, psychometrics, or an applicable discipline
- Minimum of seven (7) years of post-doctorate measurement or psychometrics research experience
- Proficient psychometric software skills (i.e., PARSCALE, Winsteps, etc.)
- At least three (3) years of psychometric leadership experience, that includes supervising professional-level staff, or senior-level psychometrician experience acquired in a variety of complex assessment programs
- Proven business and technical communication skills, including the ability to interact with clients at a high level and to resolve and communicate complex technical issues with less technical audiences (internally and externally)

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