

### **Chief Testing Officer/SR PSYCHOMETRICIAN**

The Secondary School Admission Test Board (SSATB) seeks a Chief Testing Officer, who is a senior psychometrician, to shape and lead our new division serving the K-12 private school admission market. This position will manage test development, testing processes/logistics, and build a comprehensive psychometric research program. This position will work alongside other senior SSATB leaders on strategic organizational planning and growth and will, in the beginning, supervise a small staff and numerous outside contractors.

SSATB seeks an individual with demonstrated interest in new technologies and psychometric models, as well as a leader with proven team experience and strong public speaking skills. Strong applicants will possess experience in K-12 assessment and have a proven record of managing research projects and high functioning teams. The successful applicant will be expected to bring these interests to bear in developing an ambitious agenda for new assessment programs to serve our schools and their students-families. SSATB seeks an individual with online testing experience (development, administration, reporting and security), knowledge of horizontal and vertical equating, and methods for identifying examination irregularities. Interest in competency-based assessment will be important factors in the decision process.

### **MANAGEMENT FUNCTIONS AND RESPONSIBILITIES FOR THE CTO**

- Guide the organization's agenda and efforts in providing state-of-the-art assessment services to member schools.
- Develop various psychometric testing programs and manage research studies. Suggest and manage process, product, and service improvements; areas for cost reduction; and ways to meet business goals.
- Contribute to research, development, and evaluation of new testing modes, item types, psychometric methods, and technology.
- Identify program, research and measurement-related problems and opportunities – and their psychometric implications – and work to resolve problems and pursue opportunities.
- Collaborate across departments to define business requirements, improve efficiency and functionality of core services, and implement new systems. Work to develop and implement long-range goals and plans for assessment programs.
- Provide overall leadership for the organization's test development process including the training of staff and the conducting of item writing seminars.
- Recruit, supervise and mentor psychometrics staff and consultants. Serve as a resource person for the organization and department in reference to statistical analysis. Perform psychometric evaluation of assigned tests and work with appropriate staff to resolve problems.
- Oversee and conduct planning for statistical work required for score analyses, reporting, quality assurance and data interpretation for all testing programs.

- Design and manage validity research programs that provide member schools with information to improve student selection.
- Manage design, development, and documentation of technical and operating procedures and statistical guidelines for all assessment programs.
- Develop plans and procedures for integrating technology to improve test design, development and scoring of assessments.
- Oversee and approve all technical decisions made by staff to support assigned testing programs; enforce industry standards for educational and psychological testing.
- Oversee the selection, evaluation and implementation of statistical software applications including comparative and quality assurance processes. Ensure that the functionality of standard psychometric analyses including item statistics are provided by the statistical software applications.
- Oversee processes for responding to requests for data and data interpretation from officers, clients, and users.
- Conduct seminars on psychometric issues for staff, test committees, clients, and policy boards.
- Make professional contributions through publications, articles, speeches and seminars, and through participation in professional organizations.
- Travel annually to key markets to offer professional training on SSATB tests and research studies.

## **EDUCATION**

A Doctoral degree in Quantitative Psychology, Psychology with an emphasis in Psychometrics, Educational Measurement, or a closely related field is required.

## **EXPERIENCE**

7-10 years of assessment program management

Increasing responsibility/ professional experience in educational measurement and applied statistics/research are required.

Knowledge of state-of-the art psychometric standards, requirements and analyses as applied to K-12 or other licensing or certification programs.

Excellent verbal and written communication skills

Experience in managing high-performance teams and being part of a successful leadership team

High energy and a focus on the future will be critical in this role

### **To Apply:**

SSATB is located in Skillman, NJ – less than five miles from downtown Princeton. SSATB offers an excellent compensation and benefits package. For more information, please visit our website at [www.admission.org](http://www.admission.org). To apply, please send a cover letter and copy of your C.V./resume to Maria Kasbar at [mkasbar@ssat.org](mailto:mkasbar@ssat.org) or by mail to Maria Kasbar at SSATB, CN 5339, Princeton, NJ 08543.