



**DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
JOB DESCRIPTION FORM**

Job Title: Psychometrician

The New York City school system is the largest in the country, composed of approximately 1.1 million students and 90,000 teachers in over 1,600 schools. In January 2003, the New York City Department of Education (DOE) launched Children First: A New Agenda for Public Schools in New York City, a multi-year reform effort aimed at significantly improving student achievement through effective teaching and learning.

The DOE has made accountability an essential element of New York City's education reform effort. This effort is led by the Division of Performance and Accountability and is supported in schools by the Division of School Support and Instruction.

The Obama Administration's blueprint for the reauthorization of the Elementary and Secondary Education Act (ESEA) includes a call to all states to develop and adopt college- and career-ready standards in English language arts and mathematics, and references the development and adoption of common, state-developed standards. To this end, New York State adopted the Common Core State Standards and is committed to promoting college-readiness.

In partnership with the Division of School Support and Instruction (DSSI), the Division of Performance and Accountability (DPA) will lead the City's work to build educators' capacity to understand the new standards, align curricula, and design or select aligned assessments. Higher standards coupled with meaningful accountability for teachers are critical to promoting college readiness in NYC schools.

The \$700 million in Race to the Top funds awarded to New York State during the summer of 2010 rewarded the steps New York State has taken towards meaningful action towards preparing students for college and career readiness. NYS has adopted the Common Core State Standards and is committed to aligning instruction and assessment to the new, higher standards.

As part of this movement toward college and career readiness, assessment is a priority for New York State and for the federal government. This fall, the US DOE awarded 44 states with a total of \$330 million to design new assessments that will measure higher-order skills. These states have formed two groups focused on designing new assessments for the 2014-15 school year. New York State joined a group of 25 states and the District of Columbia. This group is known as the Partnership for Assessment Readiness and College Careers and was awarded \$170 million to redesign state assessments. As the consortium moves forward in their planning, it is critical for New York City to have a team that is capable of supporting assessment and is aligned and informed of their assessment development plans so that during each stage of the planning process NYC is aligned with the consortia's plans.

Position Summary: As the DOE positions itself to design and execute new types of college and career ready exams, it is necessary to leverage the knowledge of a skilled and experienced Psychometrician. The issues of assessment design and implementation are high-stakes and complex. The Psychometrician will be responsible for advising Senior Leadership at the DOE on the most effective way to design assessments for summative, formative, and local purposes that are valid and reliable, among other measures. The Psychometrician will take the lead on advising and designing assessments that are at the cutting edge of assessment practice, including performance tasks, computer adaptive tests, and fixed form assessments that test higher order thinking skills. Performs related work.

Reports to: Manager of Test Design and Development

Direct Reports: N/A

Key Relationships: The Psychometrician will provide key assessment design knowledge to the Department of Education. In order to execute a priority of the Division of Performance and Accountability, to build

assessments that assess college and career ready skills, a Psychometrician is needed to advise the Office of Assessment and vendors.

The Psychometrician will advise the Deputy Chancellor of Performance and Accountability and the Executive Director of Assessment on high-profile issues, including test reliability, validity, and development. Additionally, the Psychometrician will work closely with the Director of Summative Assessments on the rigor, design, and development of mandatory and elective summative exams. With the Director of Special Projects, the Psychometrician will advise on the validity and reliability of computer adaptive tests and performance tasks. With the Director of Periodic Assessments, the Psychometrician will advise on the alignment and development of rich formative performance tasks to ensure consistency of quality across vendors.

Outside the Division of Performance and Accountability, the Psychometrician will be a key advisor and liaison to the senior leadership of the Division of School Support and Instruction and the Talent Office.

RESPONSIBILITIES

- Leads all assessment and accountability-related psychometric research projects, including the use of Computer Adaptive Tests in a variety of grades and subjects, the design and development of performance tasks, and the design and implementation of a new formative assessment system that is reflective of the PARCC consortium's plans for thorough course summative assessments.
- Manages timelines, consultants, and document processes for all psychometric and technical requirements for the large-scale assessment program in New York City.
- Ensures quality control of psychometric components of DOE assessments, including summative, formative, and local assessments.
- Advises, consults, and directs Office Assessment program managers to support the new and existing assessment programs with psychometric analysis; collaborates on programmatic decisions based on the psychometric perspective.
- Maintains a working knowledge of the trends in assessment and the movement of the PARCC consortium, so that the DOE has the opportunity to execute a cutting edge assessment program.
- Conducts review of all assessment-related RFPs and attends all RFP reviews and vendor presentations at the DOE; manages vendor relationships and analysis necessary to make sound recommendations for new contracts.
- Plans, coordinates, and performs statistical analysis on all new and existing assessment programs and projects piloted and implemented at the DOE.
- Works closely with content experts to improve and expand current assessments and lead work on realigning assessments to the new Common Core State Standards.
- Communicates technical reports in easy-to-understand language for DOE audience; synthesizes the way in which the technical requirements will impact programmatic decisions and communicates take-aways effectively.
- Leads design of internal research and can write reports for multiple DOE audiences.
- Effectively considers and implements, where applicable, testing innovations including Rasch measurement, 3 PL item response theory, response-time analyses, and adaptive testing.
- Provides expertise in the review and recommendation of assessments used by the DOE.

Qualification Requirements:

Minimum

1. A master's degree from an accredited college in a field related to the position **and** three (3) years of full-time progressively responsible professional experience in education administration in one or more education-related areas, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Graduation from an accredited college with a baccalaureate degree **and** four (4) years of full-time progressively responsible professional experience, as described in "1"; or

3. A satisfactory combination of education and/or experience which is equivalent to “1” above including teaching experience towards meeting the general experience in “1” above; however, all candidates must have the eighteen (18) months of managerial experience.

Plus

- PhD in Educational Measurement, Psychometrics, or a related field.
- Three-five years experience working on large-scale testing programs.
- Experience in IRT-based methods, scaling, differential item functioning (DIF), test form equating, performance/task-based assessments, standard setting and validity studies.
- Excellent written and oral communication skills.
- Attentive to detail, extremely well-organized, and able to meet frequent and changing deadlines.
- Proven ability to explain complex technical concepts to non-specialists.
- Must work well in a team environment.
- Responsive to feedback.

Preferred

- Expertise with SPSS software packages.
- Familiarity with Common Core State Standards and the Partnership for Assessment of Readiness for College and Careers consortia.
- Proficient in Microsoft Office applications (PowerPoint, Word, and Excel).
- Familiarity with early childhood and K-2 assessment techniques.

Salary: ~\$100K+

Application:

Send Resume and Cover letter to:

David Abel
Manager, Test Design and Development
New York City Department of Education
131 Livingston Street, Room 401A
Voice: 718-935-4425
Fax: 718 935-3682
Email: dabel2@schools.nyc.gov