



**Test Development Specialist (Open Rank)
Reports to: Senior Director of Test
Development**

Summary

The Test Development Specialist is a full-time salaried staff member. The Test Development Specialist is ultimately responsible for item and test development including planning, item writing and reviewing, test assembly, and related projects that are closely aligned to the current subject matter standards. This role requires a strong knowledge of content, item and test development, and current standards and trends.

Key Responsibilities

The primary responsibility of the Test Development Specialist is to ensure the high quality of test development. In meeting this responsibility, the Test Development Specialist should fulfill the following functions and responsibilities:

1. Item Development
 - a. Develop an annual item development plan, form a scheduling plan, and monitor the test construction workflow
 - b. Write items in K-12 ELA and Math domains; apply the standards of test construction and item writing considered to be state-of-the-art in the testing industry
 - c. Review items submitted by outside item writers, including the substantiation of the correct answer; review all references provided by item writers for accuracy
 - d. Ensure the editorial (grammar, spelling, application of item writing principles) accuracy of all items utilized in the construction of test forms
 - e. Where necessary, obtain copyright clearances for artwork, images, or media utilized in an item

2. Test Assembly
 - a. Assemble and review operational forms in K-12 ELA and Math domains; ensure that the test form construction accurately

- reflects the test specifications, including both content and statistical specifications
 - b. Review and manage item pool constantly; decide what item content to include in pretests in order to feed the operational pools with items to keep these pools balanced.
Assemble pretests
 - c. Work closely with psychometricians during the test construction process and during the analysis phases to assist with quality assurance processes
 - d. Develop test prep materials, including new practice tests.
 - e. Lead test redesign and/or new product development when necessary
3. Mentoring Test Developers And Item Writers (Internal And External)
- a. Recruit, train, and mentor junior staff, outside item writers, and committee members; develop item writing training materials
 - b. Conduct item writing workshops
4. Working with Content Committees
- a. Establish and maintain a positive relationship with the content committees; provide support as appropriate
 - b. Prepare for, attend, and follow up on four (4) Middle/Upper Level committee meetings per year; Prepare for, attend, and follow up on one (1) Elementary Level committee meeting per year
 - c. Summarizes and provides a summary of committee meetings
5. Driving Innovation and Advancing the Field of Test Development
- a. Be self-directed in maintaining the knowledge and expertise related to the test development process
 - b. Attend national conferences related to either the subject matter or the test development process
 - c. Maintain membership in relevant organizations for either the subject matter or the test development process

Educational Requirements

Undergraduate degree required. Advanced degree in education, measurement, English, math, or other specialty content field preferred.

Experience Qualifications

Minimum 5 years experience in a professional or educational testing environment involving item development/test development/editing is required. Project management experience is essential.

- Superior interpersonal, writing, and project management skills
- Proficiency in Microsoft Office Suite required
- Ability to multitask
- Ability to work and make decisions independently
- Basic knowledge/training in statistical measurement/analysis required
- Must be willing to work 40+ hours weekly when required
- Travel (10-15%) required

TO APPLY: Candidates who share our passion for excellence are encouraged to send their resume and a cover letter (including salary requirements) to careers@enrollment.org. Please reference TDS2019 in the subject line. No phone calls, please.