

# Assessment Specialist I, Mathematics

## Job Description:

### BASIC FUNCTIONS AND RESPONSIBILITIES

Develop tests and related products in mathematics and mathematics education. Write, review, and revise test questions. Assemble tests or pools of questions to meet specifications. Work independently and as part of a team; may also work with outside experts in mathematics.

#### Test Creation

Write and review items for a variety of mathematics tests including GRE General and SAT Mathematics, gather and resolve feedback from multiple sources on items; evaluate item acceptability after testing.

Participate in constructed-response scoring activities, including work with faculty consultants or state department staff.

Recruit, train, mentor, and manage outside item writers; help develop item writer training materials; assist with facilitation of item writer training meetings.

Assist in design and development of new assessments and innovative products and services; assist in development of blueprints.

Assemble pretests, tests, and assist in the preparation of Special Test Editions.

Respond to irregularity reports and candidate inquiries, investigate possible copyright violations, and may review and make recommendations for security cases.

Assist client committees, including organizing meetings, recommending committee members, and explaining and summarizing analysis results.

Review and revise program publications and interpretive test preparation materials; participate in teacher training activities.

Assist with reliability, validity or comparability studies.

Apply knowledge of item statistics to evaluation of items and assembly of tests.

#### Leadership:

Assist with test development activities as a member of one or more program teams, possibly as a member of a test creation team.

May serve on committees at the junior level.

#### Administration:

Assist in project direction; help implement item development plans; work on special development projects.

### Required Experience

#### EDUCATION

A Master's degree in mathematics or mathematics education is required.

#### EXPERIENCE

Three years of increasingly responsible professional experience, including experience in educational measurement, applied statistics, teaching, or editing, are required. Experience in teaching mathematics at the secondary level, strong knowledge of pedagogy, and mathematics education is highly desirable.

Comprehensive knowledge of mathematics in order to develop tests in subject area and to serve as resource person for peers, committees, and clients is also required. Knowledge of statistics is desirable. ETS's products and services measure knowledge and skills, promote learning and educational performance, and support education and professional development for all people worldwide. Headquartered on a beautiful, 350-acre campus near Princeton University, ETS offers competitive salaries, excellent benefits including two retirement plans, education reimbursement, and many opportunities for personal enrichment. EEO/AA EMPLOYER, M / F / D / V

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