



FEBRUARY 2021

Senior Director, Exams | Psychometrician Job Announcement

DESCRIPTION

Are you someone who is passionate about both health care and education? At the Physician Assistant Education Association (PAEA), we are committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs. Recently, U.S. News and World Report listed the Physician Assistant profession as number one in its “100 Best Jobs” ranking.

The Association is currently seeking a psychometrician with expertise in educational measurement, a passion for adult education, and a demonstrated ability to work on and lead a multi-disciplinary team. This role includes working on our current suite of exams, designing next generation assessments, and providing education to the university faculty who administer our exams.

The psychometrician will ensure that legally defensible methodologies and processes are followed through the entire exam lifecycle and that PAEA’s interests are best represented in the exam development cycle. The position will also work with Physician Assistant program faculty to assure that they understand the intended purpose of our exams, how to interpret score reports, and other important assessment literacy concepts.

This is a great opportunity to become part of a small and dynamic team that oversees an increasingly important function at PAEA. The position



requires a highly motivated, driven, and creative individual, who is both technically skilled and also enjoys teaching.

Because this position may be exposed to sensitive and confidential information on a daily basis, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.

Employees must respect and protect the privacy, confidentiality, and security of all personal information to which they have access in the performance of their duties for PAEA, in accordance with PAEA's Privacy Policy and the PAEA Employee nondisclosure agreement that all employees must sign.

REPORTS TO

Chief Assessment Officer

SUPERVISES

Director, Assessment and Security Officer

WORK ENVIRONMENT

This is a remote position, the team member can be located anywhere in the U.S.

SPECIFIC RESPONSIBILITIES

1. Provide measurement services in support of PAEA Assessment programs and ensure the deployment of valid, reliable assessments that conform with testing industry standards.
 - Oversee item banks, scoring, scaling, standard setting, and equating of multiple-choice exams.
 - Ensure accuracy and interpretability of score reports to PA programs and student test-takers.
 - Participate in or lead face-to-face or remote meetings including item development workshops, key validation, form review, and standard setting.
 - Monitor performance of exams through statistical analysis and take corrective actions as required. Track the



- performance of exams and exam items. Verify that the exams meet the target audience and program needs.
2. Participate in member engagement and educational programming in the areas of assessment and evaluation.
 - Document well-written technical and related reports and present outcomes and deliverables in a way that facilitates understanding by non-technical audiences.
 - Interact one-on-one with educators addressing issues related to PAEA exams.
 - Provide webinars, presentations, and workshops on substantive assessment topics.
 3. Assist the Chief Assessment Officer with oversight of PAEA Assessment.
 - Ensure effective relationships with exam development contractors.
 - Provide oversight to staff on the PAEA Assessment team.
 4. Participate in strategic and operational planning as part of PAEA Assessment team.
 - Ensure innovation in assessment products at PAEA.
 - Investigate and evaluate new approaches to conducting psychometric analyses.
 - Establish psychometric priorities and manage external psychometric consultants.
 - Participate in internal process development and improvement initiatives.
 - Participate in developing and writing budget proposals.
 - Consult on RFP's and contracts.
 5. Support PAEA Assessment Security.
 - Ensure the security of exams and related materials.
 - Collaborate with PAEA's Security Officer/s and legal counsel.
 6. Perform environmental scanning in the area of assessment to stay current on research and best practices and guide the Association's strategy and decision-making.



- Represent PAEA in the PA education and assessment professional communities through presentations at meetings and journal publications.
 - Volunteer on committees in the testing and certification industry.
7. Liaise with other PAEA departments or teams, notably the Journal of Physician Assistant Education, a peer reviewed journal dedicated to advancing PA education.
 8. Other duties as assigned.

QUALIFICATIONS

1. Doctoral degree in statistics, measurement, education, or psychology with a minimum of 8 years of experience in test development, item analysis, and exam security in an educational setting or at a testing organization with significant assessment/psychometric responsibilities.
2. Demonstrated knowledge in test design and psychometric theory.
 - Experience with form construction and test equating, preferably using IRT methods.
 - Experience with standard setting.
3. Excellent verbal and written communication skills.
 - Strong writing and editorial skills.
 - Strong teaching and facilitation skills.
 - Strong virtual meeting facilitation skills.
4. Strong management skills, including the ability to handle multiple tasks, meet deadlines, lead, and motivate professional staff, and oversee vendor relationships. The ability to evaluate and provide direction to staff and vendors is highly desirable.
5. Track record of strategic thinking and problem solving.
6. Member driven/association experience a plus.



7. Higher education or health profession education experience a plus.
8. Relocation to Washington, DC, is not required, but some on-site presence and travel to meetings will be necessary.