



Mathematics Content Lead, Assessment Design and Development

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a Mathematics Content Lead position. This position, reporting to the Test Development Manager (TDM), will support New Meridian’s test design and content development activities. Candidates interested in this position should have a strong working knowledge of K-12 mathematics education, large-scale summative assessment design and content development, vendor management, and customer service and relations, as well as a collaborative working style.

WHO WE ARE:

New Meridian is an assessment design and development partner that helps states prepare students for the challenges of college and career. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills – the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

OUR IDEAL CANDIDATE:

The ideal candidate for this role enjoys solving challenging assessment problems through collaborative engagement on a small, high-performance team and has demonstrable experience developing high-quality mathematics content for state assessment programs (Grades 3-8 and High School). The candidate also is familiar with a variety of state test designs and has participated extensively in all phases of the content development process (e.g., planning, development and review, field-testing, and forms construction). Experience interacting with vendor, partner organization, and state education agency representatives round out the ideal candidate’s resume.

EXPECTED DUTIES AND RESPONSIBILITIES

Under the direction and leadership of the Test Development Manager, the Mathematics Content Lead provides technical expertise and deliverables in the following areas:

ASSESSMENT CONTENT DESIGN & DEVELOPMENT

- Develops and/or reviews specification documents for content development
- Evaluates item pools and determines asset development needs for content development
- Guides vendor-produced content through all phases of the assessment development cycle
- Assists in the assembly of tests and/or pools of questions to meet specifications, and works with colleagues to ensure test forms are accessible to all students
- Assists in the recruitment, training, mentoring, and management of contracted item writers; helps develop item writer training materials, and assists with the facilitation of item writer training meetings
- Assists in planning and executing client reviews of test items, including organizing meetings, recruiting committee members, facilitating group discussions, and summarizing results
- Leads and/or supports educator meetings including content review, data review, rangefinding, and test form verification meetings
- Manages interactions and activities of an operational working group consisting of multiple vendor and state education agency representatives
- Under the guidance of the Test Development Manager, provides content-related consultation to the Business Development team in support of the New Meridian Strategic Plan

PROJECT MANAGEMENT & COMMUNICATION

- Works collaboratively with internal teams and channel partners and follows established protocols
- Is reliable, able to follow requirements in scope of work, and able to fulfill tasks accurately and on time
- Strong oral and written communication skills
- Follows standard processes in document organization, reviews, and naming conventions

CORE COMPETENCIES AND VALUES

- Outstanding skills in K-12 mathematics content, pedagogy, and assessment
- Experience in educational measurement, test design, and test content and forms development
- Working knowledge of psychometric principles and item statistics
- Ability to approach Mathematics item development in a way that integrates the multiple dimensions of the Common Core State Standards (CCSS) in Mathematics, including the Standards for Mathematical Practice, the Standards for Mathematical Content, and incorporation of the use of technology in mathematics assessment
- Ability to adapt to and use a variety of standard software used in professional settings and content development platforms
- Ability to contribute to an organizational culture that is focused on quality, transparency, integrity, responsiveness, and respect for people

- Approaches problems in an analytical, flexible, and resourceful way

REQUIREMENTS AND EXPERIENCE

- B.S. in Mathematics, Mathematics Education, or a related field; M.S. preferred
- At least five years of operational experience developing content for large-scale educational testing projects
- Demonstrated achievement in deriving innovative and efficient solutions to content-related operational problems
- Preferred location for this position is Austin, TX. Telecommuting will be considered for candidates with proven experience working remotely
- Travel to content development meetings and other events as needed (approximately 15-20%)