



Director of Assessment Operations

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a position as Director of Assessment Operations. Reporting to the Chief Assessment Officer, the Director of Assessment Operations will manage New Meridian’s custom content development initiatives with the goal of expanding the reach and impact of our assessment solutions. Candidates interested in this position should have an extensive background in developing educational assessments, managing asset development, managing content teams and relationships with vendors and customers, and developing processes to effectively manage workflow.

WHO WE ARE:

New Meridian is an assessment design and development partner that helps states prepare today’s students for the challenges of tomorrow. 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. While only two years old, we have multiyear contracts with 10 states and agencies. With our clients, we are pioneering a new way for states to co-develop and share high-quality assessment content that results in states developing higher-quality testing programs more cost effectively.

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 exciting, dynamic role enjoys working collaboratively with high-performance teams to solve challenging assessment design and development problems. He or she has diverse experience supporting all phases of the assessment content development process (e.g., crafting test designs based on client requirements, developing asset development plans, managing item writing and review processes,

committee facilitation, forms construction and/or review, understanding of complexities around passage permissions, budgeting for assessment contracts and committee meetings etc.). In addition, we are seeking an outstanding candidate with strong business acumen, a proven record of successfully managing projects independently, excellent communication skills, and sound judgment and sensibility for working closely with clients and teams. Our ideal candidate has the following traits:

- An ability to get things done: You are results-driven, resourceful, action oriented, and persistent. You are a master organizer and project planner who consistently looks ahead and anticipates needs before they arise.
- Creative mindset: You can quickly adapt and develop creative solutions to assessment and content development challenges. You deeply understand assessment design, content development, and test construction processes and can synthesize information to recommend a plan of action.
- Emotional intelligence: You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence.
- Trustworthy: You are highly ethical, principled, and mission driven, garnering the trust of colleagues and vendors.

EXPECTED DUTIES AND RESPONSIBILITIES:

Supports the Chief Assessment Officer in building out the corporate capacity for New Meridian to become an industry leader in custom assessment development.

Assessment Design & Development:

1. Leads and/or supports the development of corporate capabilities for custom asset development including determining the requirements for assessment processes, tools, training, and staffing.
2. Leads and supervises assessment design activities including the development of test designs, assessment blueprints, passage and item development processes, and test form construction processes.
3. Oversees and approves Asset Development Plans for each contract.
4. Serves as point of escalation for test development issues raised by contract-dedicated Program Managers and Test Development Managers.

5. Manages overall relationships with assessment subcontractors, including negotiating scope of work, budgets, and service level agreements. Supervises Test Development Managers responsible for day-to-day operational delivery of content and test development contracts.
6. Leads and supervises design, planning, and delivery of test development meetings, including content review meetings, bias and fairness review meetings, and other development or management meetings.
7. As New Meridian continues to expand its contracts , recruits, hires, trains, and manages a team of assessment development professionals e.g., test development managers, content leads, editor(s), permission specialist(s), item bank manager(s), and project manager(s)] in all phases of the asset development process.

Management and Leadership:

1. Directs assigned projects, including the preparation of planning tools, monitoring expenses, delegating work, monitoring and reviewing work delegated, negotiating deadlines, and coordinating work schedules and progress toward goals
2. Partners with Program Management to ensure quality on-time contractual deliverables.
3. Promotes a team culture focused on quality, transparency, integrity, and responsiveness.
4. Works collaboratively with internal teams and vendors and follows established protocols
5. Is driven and able to follow requirements in scope of work to fulfill tasks accurately and on time
6. Possesses strong oral and written communication skills.
7. Approves and supervises the development and management of plans, schedules, activities, and deliverables to ensure on-time delivery of assessment products.
8. Provides mentoring and training support to other team members.
9. Provides formal and informal leadership within the team to develop and refine best practices and process improvements.

REQUIREMENTS AND EXPERIENCE:

- Bachelor's degree in education, business, educational leadership or related field
- 10+ years' experience in the educational testing industry including supporting or managing the comprehensive asset development process
- Experience with building and developing teams, implementing standard processes, and supporting quality control procedures
- Excellent written, verbal, and presentation skills
- Strong analytical thinking and structured problem-solving skills
- Ability to organize, prioritize, and effectively handle multiple projects simultaneously
- Strong desire to take initiative and ability to work independently as well as within teams
- Preferred location for this position is Austin, TX. Telecommuting will be considered for candidates with proven experience working remotely.
- Travel to meetings and conferences as needed