



THE AMERICAN BOARD *of* PEDIATRICS

Job Description: Director of Test Development

Location: Hybrid or Remote

Department: Assessment

Reports to: Vice President for Assessment

Exemption Status: Exempt

Job Grade: Grade 15

Job Summary:

The Director of Test Development provides leadership and direction for the Test Development team. This position is crucial for ensuring the accurate and timely development of over 50 high-stakes examinations and longitudinal assessments annually. The role involves significant independence, judgment, and initiative to ensure project completion with a focus on timeliness and accuracy.

Essential Duties and Responsibilities:

- Oversee all aspects of the test development processes and assessment products while integrating best practices, current research, and innovations in testing within the department.
- Provide test development expertise to staff and subject matter experts (SMEs), while building and maintaining the necessary strong relationships to achieve desired results.
- Oversee recruitment for the Certification Development Experts, General Pediatrics Examination Committee, and General Pediatrics MOCA-Peds Committee, as well as Medical Editors for the Subboards.
- Design test development processes, workflows, and committee/subboard meetings to ensure high-quality exams and assessments.
- Manage the team by setting clear objectives, establishing priorities, tracking projects, and delegating responsibilities appropriately.
- Promote a culture of collaboration, particularly between the test development team and the entire organization, particularly the psychometrics team, to strengthen integration and cooperation to drive assessment forward.
- Coordinate and partner with vendors to ensure the development and delivery of high-quality assessments.
- Explore, plan, lead, and implement innovative approaches to testing and item development (eg AI for item generation), including but not limited to process improvements and strategic initiatives.

Other Functions:

- Support the training and orientation of SMEs.

Position Title: Director of Test Development

Review Date: 6/13/24



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- Represent the ABP at national professional organizations and serve as a testing expert on various internal committees.
- Communicate effectively with external stakeholders, including the American Academy of Pediatrics (AAP), American Board of Medical Specialties (ABMS), other member boards, diplomates, and the wider testing community.
- Engage the department in research activities and share results with national testing audiences.
- Oversee the creation and maintenance of standard policy and procedure documents relating to test development activities ensuring compliance with industry standards.
- Initiate, lead, and participate in special projects outside of standard role and responsibilities.
- Performs other duties as assigned.

Supervisory Responsibilities:

This role currently supervises a team of 8 members.

Required Qualifications:

- Minimum of a master's degree in Educational Measurement, Educational Statistics, Industrial/Organizational Psychology, Education, Psychology, or a related field. Additional experience may be considered in lieu of the educational requirement
- Minimum of 7 years of related experience in assessment and testing, particularly certification
- At least 5 years of personnel management experience
- Demonstrated experience in managing vendors

Preferred Qualifications:

- Excellent leadership, motivational, and organizational skills
- Strong communication skills, both written and in-person
- Solid time and task management skills
- Strong analytical skills: ability to solve complex problems
- Working knowledge of LLMs and AI.
- Strong innovative skills, both in conceptualization and implementation
- Ability to integrate technological improvements and solutions
- Proficiency with item-banking best practices and software (eg, ExamDeveloper)
- Expert knowledge of computer and Internet-based testing
- Proficient with project management tools and applications
- Expertise in Microsoft Office applications, particularly Excel and SharePoint
- Superior communication skills, both oral and written
- Demonstrated public speaking and presentation skills
- Excellent facilitation skills



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Travel Required

Travel outside the ABP office is expected to be between 5-10% of the time.

This position is expected to be in-person at the ABP for specific meetings (eg, subboard and exam committee meetings, team building).

Work Environment:

The work environment is an office setting. The noise level in the work environment is usually low to moderate. The environment is also temperature-controlled. This may vary if working from home.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate with others. The employee is frequently required to stand, walk, sit, demonstrate hand and finger dexterity in the course of their work, handle or feel, and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The expected physical workload is to be sedentary work—exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This role is expected to use the following machines, tools, and equipment:

- Computer and associated equipment (eg, external monitors, mouse, printer, keyboard)
- Virtual meeting tools and software
- AV system for meeting rooms