Job Title: Lower Grade Assessment Lead
Location: Remote
Reports To: Director of Assessments
Position Status: Exempt

Responsibilities

- Oversee immediate scaling of the CLT3-8 item bank, in coordination with internal Test Development staff and external contractors
- Long-term management, curation, and maintenance of CLT3-8 test content, in addition to development of new content as needed over time
- Coordinate with Psychometrics, Product, Tech, Operations, and other interdepartmental stakeholders to assess needs and set project deadlines pertaining to the rollout of adaptive testing for CLT3-8
- Actively contribute to ongoing development of new Test Development technology tools and in-house platform by providing end user feedback and writing up tech stories with well-defined use cases and acceptance criteria
- Respond to requests and questions from other departments pertaining to the CLT3-8 by managing and monitoring dedicated Slack channel
- Support other Test Development initiatives as needed

Requirements

- B.A. or equivalent
- Strong liberal arts foundation is a MUST. Serious candidates should be well-versed in the great books of the Western tradition, encompassing literature, history, philosophy, religion, and science. Advanced proficiency in logic and mathematics (through at least trigonometry/advanced algebra & pre-calculus) is required.
- Thorough understanding of, and enthusiasm for, classical education. Teaching, tutoring, or administrative experience in connection with classical education is preferred.
- Demonstrates CLT's core values: Anchored, Passionate, and Humane
- Impeccable attention to detail; ability to evaluate test content critically and make thoughtful edits.
- Highly organized, a strong communicator, and able to consistently meet deadlines. Prioritization and time management skills are a must. Prior project management experience is preferred.
- Existing proficiency with, or ability to adapt to, online work platforms including Google Drive/Calendar/Docs/Sheets, Slack, Notion, Asana, and in-house test content platform.