



Job Title: Upper Grade Assessment Lead

Location: Remote

Reports To: Director of Assessments

Position Status: Exempt

Responsibilities

- Oversee project management of the CLT and CLT10, including rolling development of new test content and forms, creation of practice test materials, and implementation of editorial team initiatives
- Assist the Director of Assessments with reports and projects to support Policy, Psychometrics, Operations, and other departments as needed
- Contribute to test content management and delivery 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 CLT and CLT10 by monitoring dedicated Slack channel(s)
- Represent the Test Development department in engagements pertaining to the CLT and CLT10. Some travel may be required for conference attendance, school/partner visits, onsite work at the Annapolis, MD office, etc.
- Support other Test Development projects and initiatives as needed

Requirements

- B.A. or equivalent; combination of 3+ years towards advanced degree and/or experience in education, testing, or related field preferred
- 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.