



Job Title: Test Security Director

Location: Remote (In-person for required company events)

Reports To: VP of Operations

Position Status: Exempt

Role Overview

This role of Test Security Director focuses on building intelligent, scalable security processes that reduce cheating, strengthen detection, and support defensible decisions, while minimizing operational friction and serving the broader organization. The ideal leader will partner closely with technical and metrics teams to combat security threats, while actively promoting CLT's mission of reconnecting knowledge and virtue through meaningful assessments and connections to seekers of truth, goodness, and beauty.

Responsibilities

- Manage a team and foster a culture of continuous improvement.
- Author and maintain test security policies and standard operating procedures that align with regulatory requirements and industry best practices.
- Oversee the review and adjudication of security-related exception requests, ensuring consistent application of rules while balancing program needs.
- Direct security strategies across all delivery modalities, including in-person testing and online proctoring.
- Manage programs to detect and mitigate digital threats, such as the unauthorized sharing of test content or intellectual property online.
- Collaborate with psychometricians to apply data forensics and statistical algorithms that detect anomalous testing behavior to determine score validity.
- Lead investigations into potential violations, combining behavioral, video, and statistical evidence to make final determinations on score validity and voiding.



- Design and execute an incident response framework to rapidly address security breaches or testing irregularities.
- Manage the formal appeals process for candidates contesting security-related decisions, acting as a liaison between the organization and legal counsel when necessary.
- Implement ongoing security audits of testing sites and processes to identify vulnerabilities and ensure organization-wide compliance.
- Drive intelligent automation and systems improvement across test security, including advanced data forensics, statistical anomaly detection, DLP tools, web and social media monitoring, and automated risk scoring.
- Collaborate with other departments on security initiatives, including Product, Tech, and Test Development.

Requirements

- Experience in security management, investigations, or assessment security.
- Minimum of 3–5 years in a people-management role, with a proven track record of scaling teams and managing complex workflows.
- Understanding of industry standards and privacy laws.
- Experience working with psychometricians or data analysts to interpret statistical anomalies.
- Familiarity with web-crawling tools, social media monitoring platforms, and data-loss prevention (DLP) software.
- Ability to remain calm and decisive under pressure when responding to security breaches or media inquiries.
- Demonstrated ability to handle sensitive, confidential information with the highest level of integrity and objectivity.
- Excellent communication skills, especially translating technical concepts for non-technical stakeholders.
- Experience managing formal appeals and making high-stakes decisions (e.g., voiding scores) that can withstand legal scrutiny.
- Experience with standardized testing is strongly preferred.
- Affinity for Great Books Education and/or Classic Education.
- Demonstrates CLT Core Values: Passionate, Humane, and Anchored.
- Bachelor's degree or equivalent.