



Job Description

Executive Director for the National Council on Measurement in Education

[The National Council on Measurement in Education](#) (NCME) seeks an Executive Director with experience in educational measurement. An ideal candidate will help increase the effectiveness of the organization in accomplishing its mission and goals.

NCME Mission: NCME is a community of measurement scientists and practitioners who work together to advance theory and applications of educational measurement to benefit society.

NCME Goals:

1. Advance the science and scholarship of educational measurement.
2. Promote knowledge, understanding, and implementation of best practices in educational measurement.
3. Increase and strengthen NCME's partnerships to improve assessment policy and practice.
4. Create and maintain a vibrant, diverse, and inclusive community of measurement practitioners and researchers.
5. Provide members with a strong professional identity and intellectual home.

NCME is a professional organization for individuals involved in assessment, evaluation, testing, and other aspects of educational measurement. Members are involved in the construction and use of standardized tests; new forms of assessment, including performance-based assessment; program design; and program evaluation. NCME members include university faculty; test developers; state and federal testing and research directors; professional evaluators; testing specialists in business, industry, education, community programs, and other professions; licensure, certification, and credentialing professionals; graduate students from educational, psychological, and other measurement programs; and others involved in testing issues and practices. During the past 20 years, the NCME membership has become more diverse, broadening the scope of the organization's vision. Service to communities and ensuring that assessment is fair and equitable for all students have become essential elements of NCME's mission and purposes.

POSITION DESCRIPTION

The Executive Director will work closely with the [NCME President, Executive Committee, Board, of Directors](#), and its management company to advance the organization's strategic vision and mission, nurture its culture of excellence, and position NCME to play an increasingly important role in the science and practice of educational measurement. The Executive Director will serve

as an NCME ambassador to membership and partner associations. This position involves both internal and external facing components, including financial stewardship, marketing and communication, and organizational growth. Successful candidates will have experience and knowledge of educational assessment practices, as well as non-profit organization management.

RESPONSIBILITIES

Work with the NCME President, Board of Directors, and Management Association to do the following:

- provide vision and direction for the organization
- manage the execution of the strategic plan
- increase the influence of NCME in educational assessment policy
- build, coordinate, and maintain strong relationships with AERA, APA, ATP, CCSSO, ICE, ITC, NAGB, US Department of Education, and other organizations
- preserve continuity of NCME initiatives across presidential and Board terms
- retain organizational memory via ongoing maintenance of a policies and procedures manual and all associated archival documents (e.g., contracts with publishers of NCME products)
- establish productive working relationships with NCME committees, special interest groups (SIGIMIES), and task forces
- ensure the financial health of NCME through appropriate financial planning, fundraising and budgeting
- explore opportunities for funding NCME initiatives consistent with our goals
- increase membership
- increase the cultural diversity of membership and professionals in the field.

QUALIFICATIONS

- Required
 - Doctoral degree in psychometrics, educational measurement, educational research, or related field
 - At least eight years' experience working in an educational assessment or research organization (K-12 or licensing and certification), or as a measurement, assessment, and/or evaluation faculty member in a college or university
 - Excellent communication skills (verbal and written) with respect to multiple different types of audiences
 - Management and/or team-building experience
- Desired
 - Considerable expertise in education policy and/or advocacy, especially as it relates to measurement, assessment, and related research
 - Proven, significant management and team-building experience at a senior level
 - Experience serving as an external advocate and/or spokesperson for an organization

REPORTING

The Executive Director will report to the Executive Committee of the NCME Board of Directors.

LOCATION

Remote with occasional travel (safety permitting).

APPLICATION AND COMPENSATION

This position is a half-time position for 20 hours per week. Salary is commensurate with experience. Contract length is expected to be three years, with the possibility of renewal upon Board review and evaluation.

Job applications should include a **cover letter** describing how the individual is qualified to serve as the role of the Executive Director for NCME, along with the individual's **vita**, as well as the names and contact information of **three references**. Applications should be sent to NCME@talley.com.

Application review will begin February 25, 2022 and continue until the position is filled. Queries may be addressed to the Search Committee Chair, [Dr. Ye Tong](#).

NCME is an equal opportunity employer committed to creating and supporting a diverse and inclusive work and educational community that is free of all forms of discrimination. NCME does not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation, or veteran status. NCME promotes access, inclusion, and diversity for students, teachers, faculty, staff, constituents, and programs, believing that these qualities are foundational components of an outstanding education. NCME is interested in candidates whose experience and qualifications support an ongoing commitment to this core quality.