Executive Director for the National Council on Measurement in Education
Job Description

The National Council on Measurement in Education (NCME) seeks an Executive Director with experience in educational measurement and organizational leadership. An ideal candidate for the half-time position 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 professional areas such as the design, construction, implementation, and evaluation of tests that involve a wide range of item types and administration modes; assessment program design; and program evaluation. NCME members include university faculty; test developers; state and federal testing and research practitioners; 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 goals for the Executive Director (ED) are to:
• support and advance the organization’s mission and strategic initiatives
• preserve continuity of NCME initiatives across presidential and board member terms
• increase membership and diversity within membership
• serve as an ambassador to membership and other organizations

To support attainment of these goals, the ED will work with the NCME President, Executive Committee, Board of Directors, and management association to:
• create and execute strategic initiatives
• ensure the financial health of NCME through appropriate financial planning, fundraising, and budgeting in coordination with the Finance Committee
• explore opportunities for funding NCME initiatives consistent with our goals
• 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)
• coordinate productive working relationships with NCME committees, special interest groups (SIGIMIES), and task forces
• build, coordinate, and maintain strong relationships with other organizations and agencies,

QUALIFICATIONS
• Required
  - Advanced degree in educational measurement, educational psychology, psychometrics, or other area related to educational assessment
  - Several years’ experience working in the field of educational measurement (e.g., assessment or research organization, university faculty member, governmental department of education, etc.)
  - Excellent communication skills (verbal and written) with respect to multiple different types of audiences
  - Management and team-building experience
• Desired
  - Experience serving as an external advocate or spokesperson for an organization
  - Expertise in education policy and/or advocacy, especially as it relates to measurement, assessment, and related research

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

LOCATION
Remote with occasional travel (safety permitting).

COMPENSATION
This position is a half-time position for 20 hours per week. Salary is competitive and commensurate with experience. Includes health benefits. Contract length is expected to be three years.

Applicants should send a cv and cover letter (along with any questions about the position) to the search chair, Dr. Derek Briggs (derek.briggs@colorado.edu).

Application review will begin July 1, 2022 and continue until the position is filled. Expected start date is September 1, 2022.

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.