

## **Assessment Development Associate – Alternate Assessment ELA Specialist edCount, LLC**

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Would you like to work in a woman-owned small business that is deeply involved in examining how we know what students know and can do? Are you passionate, organized, efficient, and able to handle multiple responsibilities concurrently? Are you eager, curious, and able to adapt to changing circumstances and duties with flexibility and willingness? Can you keep pace in a fast-paced work environment? If so, you could be the next member of our high performing Assessment Development team at edCount, LLC. This is a great opportunity for an aspiring professional interested in advancing their career in an organization dedicated to supporting education agencies and institutions through evaluation, policy analysis, assessment design, and technical assistance.

### **Overview of the Company:**

edCount, LLC, is a woman-owned small business with multiple long-term contracts serving federal and state governments, universities, associations, and other clients in the education sector. Primary topics of interest at edCount include: education standards, assessments, assessment evaluation, and accountability systems; curriculum and pedagogy; education of students with special needs and English learners; and interpretation and implementation of federal and state K-12 education policy. edCount is deeply committed to seeing that all students have equitable access to learning regardless of race, ethnicity, socioeconomic background, disability, or gender identification. edCount's staff, located throughout the U.S., are constantly connected through collaboration software. For further insight into the nature of the firm, please visit [www.edCount.com](http://www.edCount.com).

### **Overview of the Assessment Development Associate Position:**

We are presently seeking an individual with experience in English Language Arts (ELA) assessment development (assessment claims, extended content standards, test blueprints, test/item specifications, item writing/reviewing), alternate assessment practices, teaching experience in a K-12 environment (including experience teaching students with significant cognitive disabilities), and interpreting and implementing state standards specific to ELA. We expect the Assessment Development Associate to provide content and grade-level expertise and apply knowledge of Universal Design for Learning and Assessment to develop, review, and refine ELA test items including alternate assessment items, associated rubrics, and ancillary assessment materials, and to analyze the alignment of items to state content standards including extended standards. The Assessment Development Associate will facilitate educator groups, in person and virtually, to conduct a variety of reviews, including (a) Content, Bias, and Sensitivity Review, (b) Content Review with Data, and other reviews as needed. In addition, the Assessment Development Associate will be involved with the development of assessment claims, extended content standards, test blueprints, and test/item specifications. Roles and responsibilities may vary according to the requirements of specific projects.

Candidates must have strong written and oral communication, time-management, and organizational skills, meet deadlines and deliverables in a timely fashion, and be capable of handling multiple, unique tasks simultaneously. We require a master's degree with 1-3 years of relevant content and assessment experience; a Ph.D. in a related field is a plus, but not required. We strongly prefer classroom teaching experience, particularly with students with disabilities, or experience supporting/developing curriculum and assessments for students with significant cognitive disabilities.

**Level and Job Details:**

At edCount, we expect Associates to direct project tasks and complete assigned evaluation, technical, or administrative tasks with a good degree of independence. Associates may also assign and manage the work of Program Specialists (i.e., other team members supporting development) in addition to managing their own work; thus, we expect Associates to demonstrate leadership and management skills that help to support and build critical thinking skills in others. The Associate position responsibilities include:

- Supporting project directors and senior staff in the design and execution of project deliverables;
- Managing tasks and workflows within projects, based on instruction or guidance from project directors;
- Identifying time or quality control issues promptly and implementing solutions, seeking guidance and/or involving project leaders as appropriate to facilitate work progress and completion;
- Preparing materials for, facilitating, or presenting at client meetings (such as item or data reviews) with a range of stakeholders (e.g., content experts, severe disabilities experts, technical advisors, and state department of education staff);
- Drafting and revising project reports for clients with fast-paced deadlines; and
- Supporting the design and delivery of presentations for a variety of education stakeholders (e.g., groups of educators, Technical Advisory Committees, and state education department staff).

Responsibilities specific to this position may also include:

- Assisting in the conceptual design of large-scale assessments, including alternate assessments;
- Working collaboratively with an assessment development team to develop materials related to large-scale general education and alternate assessments (claims and measurement targets, blueprints, test/item specifications, assessment items, print materials, etc.) ensuring quality assurance criteria and delivery deadlines are met;
- Facilitating and participating in virtual and in-person meetings, including logistics, communications, materials production and distribution, troubleshooting, and event evaluations;
- Creation or revision of resource materials aimed at supporting a variety of stakeholders (e.g., educators, administrators, parents, state department education staff) in student instruction and assessment.

**Required Qualifications:**

We seek flexible, resourceful, intelligent, detail-oriented, hard-working individuals who are capable of excelling in an intellectually stimulating and often intense work environment. As noted above, we strongly prefer teaching experience in a K-12 setting, including experience teaching students with significant cognitive disabilities. We require the following qualifications:

- Master's degree in education or related fields, such as special education (Ph.D. preferred);
- Expertise with English Language Arts academic content standards;
- Experience writing and/or reviewing assessment test items (experience writing items for students with significant cognitive disabilities preferred);
- Group meeting facilitation experience;

- Strong time-management and organizational skills in order to handle multiple, unique tasks concurrently and meet deadlines;
- Excellent written and oral communication skills, particularly technical writing skills to support the creation of technical documentation for state summative assessments;
- Ability to work effectively as part of a team; and
- Proficiency in Microsoft Office suite.

***Additional Information:***

This is a remote position. Some travel, as necessitated by project demands, will be required.

**Salary:** Very competitive with recognition of experience and education level.

**Benefits:**

- Health Insurance, including dental and vision;
- Long Term/Short Term Disability Insurance;
- Life Insurance;
- Twenty (20) days paid time off accrued annually in first year and 30 days paid time off accrued annually after one full year of employment;
- Eleven (11) paid federal holidays; and
- Company 401 (k) contribution after 6 months vesting.

**To Apply:**

In a single package to [recruiting@edcount.com](mailto:recruiting@edcount.com) with "Assessment Development Associate – Alternate Assessment ELA Specialist" in the subject line, send:

- a résumé;
- a cover letter that explains why edCount might be a good fit for you and also serves as an excellent sample of your writing capabilities; and
- names and contact information for three references.

Candidates will be interviewed on a rolling basis until the successful candidate is selected, so please apply as soon as possible.

edCount is an equal opportunity employer.

Principals only. Recruiters: do not contact this job poster.

Please, no phone calls about this job and no contact via LinkedIn or any other social media platform. Apply as directed. Email questions may receive a response depending upon what they reveal about the applicant. Please do not contact job poster about other services, products, or commercial interests.