

## Position Description

### Content Specialist – Mathematics

#### Position summary

This is a professional-level position responsible for assisting NWEA staff, school districts, and/or clients with staying up-to-date on the latest developments and research in the assigned subject area, planning for and leading item writing workshops and/or trainings, monitoring all current items in the NWEA item banks for content validity, bias and sensitivity, and grade-level appropriateness, etc. Content Specialists ensure quality alignment of items and design test reporting structures consistent with client curriculum and/or standards for computerized Measures of Academic Progress (MAP), Achievement Level Tests (ALT), and other custom tests designed for clients.

#### Responsibilities

- Maintain content integrity of items and tests via precise classification and/or documentation of NWEA items
- Review curriculum and/or standard documents from states, provinces, districts, and clients to create test alignment and reporting documentation for MAP, ALT, and custom test development
- Review all NWEA items in the assigned subject area for content validity, bias/sensitivity, grade-level appropriateness and other attributes necessary in maintaining a catalogue and/or classification of all item content
- Write items for specific content needs reflected in various state standards or client curriculum documents attending to appropriate item formats and item specifications reflected in the standards/curricula and/or other documentation provided by the state and/or client
- Plan for and co-lead item writing workshops or trainings nationwide with NWEA partner districts, teacher cadres, or contracted item writers
- Monitor contemporary issues, trends, and research in the assigned subject area in order to develop items and tests based on client needs and/or for future NWEA assessment products and services
- Analyze and vertically align content standards to ascertain strengths, weaknesses, domain coverage, and continuity across grades
- Monitor changes in state content standards and create new versions of state/client tests as needed
- Develop support materials as assigned (RIT charts, etc.)
- Perform quality assurance reviews of test items for MAP, ALT, and custom tests
- Perform alignment to various instructional resources based on NWEA item characteristics
- Engage district/state and/or client personnel in the development of custom tests
- Talk with districts, states, and/or clients regarding content standards/test alignment and provide professional development and support for clients related to content integrity and alignment of NWEA tests
- Develop an outside network of resources for item review purposes (bias, etc.)
- Review field-test items for content appropriateness and statistical fit characteristics

- Develop instructional documents for states/provinces, districts, and clients as needed (DesCartes, Learning Continua, Instructional Data, etc.)
- Assist in leading and/or facilitating test and item review sessions with clients
- Occasional travel is required up to 10%
- Perform other duties as assigned to ensure the success of the team and the entire organization

**Skills and abilities**

- Solid knowledge and experience working with curriculum materials and standards
- Ability to align district and state curriculum documents and/or other various instructional resources to NWEA items
- Ability to contribute not only in specialized areas within mathematics, but to cross over and also contribute in the content areas of science, reading and language arts, early literacy and numeracy, and social studies as necessary
- Demonstrated ability to work effectively with a wide range of professionals
- Excellent listening skills and a commitment to communicate clearly, professionally, and completely in a timely manner
- Strong presentation skills; ability to conduct training sessions
- Excellent organizational skills and ability to coordinate several projects simultaneously
- Exceptional problem solving skills
- Ability to pay close attention to detail and quality
- Ability to organize time effectively, determine priorities, meet deadlines, and move work forward
- Commitment to follow up, follow through and document work
- Strong PC skills; experienced with Microsoft Windows and Office Ability to assess the effectiveness of processes and procedures, and recommend improvements

**Education and experience**

- Bachelor’s degree in Mathematics, Education or a related field; advanced degree preferred
- Minimum of five years classroom teaching/school or district administration required
- Expertise and experience in teaching mathematics and/or national mathematics curricula required
- Experience as a district or state-level curriculum/content specialist preferred
- Experience in item writing and assessment preferred

**Administrative Use:**

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|------------------------|--------------|--------------|--|
| Hours                  | Full-Time    | Reports To   | Content Coordinator                      |
| Pay Status / Job Grade | Salaried / I | Location     | Open – Portland, OR - Remote Home Office |
| FLSA Classification    | Exempt       | Last Updated | February 2010                            |

