



Comprehensive Adult Student Assessment Systems

Position: Assessment Specialist

Date: October 14, 2024

Location: Remote

Must reside in the United States and be eligible to work.

Company: CASAS-Comprehensive Adult Student Assessment System

Employment Type: Full-time

About Us:

CASAS is a nonprofit organization that supports adult education and workforce development programs— from local programs to national-level initiatives. We celebrated our 40-year anniversary in 2020 and are continuing our focus on the development and support of competency and standards-based approaches to program design and delivery. Our assessments and integrated data systems are designed to inform instruction and improve adult literacy programs.

We are seeking a highly motivated Assessment Specialist to contribute to the development of large-scale test development projects for Adult Basic Education/Adult Secondary Education (ABE/ASE) programs, English as a Second Language (ESL) adult education programs, workforce literacy, and other related program areas.

Responsibilities/Duties

Under the supervision and general direction of the Assessment Development Program Manager, the **Assessment Specialist** contributes to the Item and Test Development team including:

- Writing, editing, and maintaining quality test items (reading, listening, writing, speaking and math) for adult education learners
- Participating in the planning and design of large and small-scale assessment projects for use in adult education and workforce development programs
- Collaborating on construction of linear, computer adaptive, and performance-based assessments
- Coordinating with subject matter experts and assessment specialists to conduct item development activities and SME panel reviews



- Producing technical documentation related to assessment development projects
- Developing and conducting assessment-related training sessions and presentations at meetings and conferences
- Participating in professional development workshops and conferences

Qualifications:

- Master's Degree in TESOL, Adult Education, Applied Linguistics, Educational Measurement, Educational Psychology, English or related field
- Experience in adult basic education, ESL, or related programs, and familiarity with cultural and language backgrounds of English-language learners
- Experience writing and editing high-quality test items, preferably for an organization developing standardized assessments
- Strong familiarity with high-school level math concepts (preferred).
- Experience developing and scoring performance-based assessments (preferred).
- Experience in curriculum development in adult basic education, ESL, or related content areas (preferred).

Key Skills and Abilities:

- Excellent writing and editing skills
- Strong critical thinking skills and detail oriented
- In-depth knowledge of language and language pedagogy
- Strong interpersonal skills and ability to collaborate effectively
- Ability to accept constructive criticism and adjust based on feedback
- Excellent organizational and time management skills
- Experience using database software for item development and storage
- Proficiency with Microsoft Office and other collaboration tools



The estimated base salary range for the Assessment Specialist position is \$90k-\$95k. Salary is commensurate with education and experience.

CASAS also offers:

- Excellent health benefits covering medical, dental, and vision.
- Employer contribution to 403(b) retirement plan.
- Generous vacation and sick leave benefits.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their relevant experience to apply@casas.org. Please include "Assessment Specialist" in the subject line. This position will be open until filled.

CASAS is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The above statements reflect the general duties/responsibilities necessary to identify the type and level of the position and are not intended to set forth all the specific requirements of the position. CASAS is an at-will employer and as such reserves the right to revise or change job duties and responsibilities as the need arises and the employee/employer relationship may be terminated by either party at any time with or without cause. This position summary does not constitute a written or implied contract of employment.