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| www.fsbpt.org | Job Description  |

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| Job Title: Assessment Content Analyst | Job Code (to be completed by HR):       |
| Grade Level (To be completed by HR):       | FLSA Status (To be completed by HR):       |
| Supervisor Title: Assessment Content Manager | Department: Assessment |

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| **Job Summary** |
| In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the work performed. |
| Provides physical therapy expertise in the development and maintenance of the National Physical Therapy Examination and related assessments. Reviews items and test forms for accuracy, clarity and appropriateness. Provides physical therapy content expertise to item development and review workshops. Independently leads item development, subject matter expert, or stakeholder workshops. Occasionally makes presentations to stakeholder groups.  |

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| **Essential Functions** |
| List up to six **essential functions** of the job, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job’s time.  |
| 1. Prepares for and leads committees and workshops that develop and review an ongoing stream of new items, as needed, to create the required number of test form. Includes NPTE, jurisprudence, and other assessments as needed. |
|  | 35 | % of Time |
| 2. Ensure consistency and accuracy in NPTE development through content review of forms and quality assurance tasks with the testing vendor. |
|  | 20 | % of Time |
| 3. Provide content expertise to practice analysis, standard setting, development of related products (e.g., video development, PEAT), and innovations in the NPTE |
|  | 10 | % of Time |
| 4. Improve consistency in classifying items into the most appropriate rubric and keywords by reviewing items prior to importing them into the item bank and preparing tools for volunteers |
|  | 20 | % of Time |
| 5. Present information to stakeholders and volunteers regarding FSBPT mission, NPTE development, and item writing principles |
|  | 10 | % of Time |
| 6. Work with various committees to ensure consistent process and data collection approaches are implemented throughout the organization  |
|  | 5 | % of Time |
| May perform other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for role. |
| **Total MUST equal 100%. If not, please adjust your entries.** | 100 | **Total** |

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| **Supervisory Responsibilities** |
| Indicate the type and scope of supervisory responsibilities that most accurately describe this job. **Select only one.**  |
| [ ]  **Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and merit increases; conduct employee performance evaluations. |
| [ ]  **Assigned Lead:** May recommend the following: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations. |
| [x]  Does not have any supervisory responsibilities. |

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| **Budget Responsibilities** |
| Select the item(s) below which best describe the job’s involvement in the budgetary process. **Select all that apply.** |
| [x]  No Involvement | [ ]  Plan/Forecast | [ ]  Prepare | [ ]  Approve | [ ]  Monitor |
| Does the incumbent have signature authority for purchasing? [ ]  Yes [x]  No |
| If Yes, please provide dollar amount: $       |
| If job has budgetary responsibility, please provide the budget amount for which incumbent has primary responsibility (include grants, if applicable): $       |

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| **Education** |
| Indicate the **minimum** **level** of education generally necessary to effectively perform the job’s essential functions. If a higher level of education is preferred, please indicate that as well. **Select only one educational level in each column.** |
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| Required | Preferred | Level of Education | Field of Study |
| [ ]  | [x]  | Doctoral/advanced degree | Physical Therapy |
| [ ]  | [ ]  | Master’s degree |       |
| [ ]  | [x]  | Bachelor’s degree | Physical Therapy |
| [x]  | [ ]  | Associate’s or vocational/ technical school degree | Physical Therapy Assistant |
| [ ]  | [ ]  | Vocational or technical training |       |
| [ ]  | [ ]  | High school diploma or GED |  |
| Other professional licensures, certifications, or designations required: Current physical therapy licensure (PT or PTA) - with educational requirements commensurate with licensing (BA/MA/DPT for PT, Associates for PTA).  |
| If experience can be substituted for the education above, please describe.       |

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| **Work Experience** |
| Indicate the **minimum level** of work-related experience required to effectively perform the job’s responsibilities. This is not necessarily the same as the incumbent’s experience. **Select only one.** |
| [ ]  Less than 12 months [ ]  1 – 3 years [x]  3 – 5 years [ ]  5 – 8 years [ ]  More than 8 years |

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| **Required Knowledge, Skills, and Abilities:**  |
| Describe the type and level of knowledge, skills, and abilities required to perform the essential functions of this job. |
| Experience in examination development and use of technology strongly preferredStrong knowledge of clinical physical therapyExcellent organizational skillsExcellent written and oral communication skillsKeen attention to detailStrong analytical thinker and problem solverGood meeting facilitation skills |

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| **Physical/Environmental Demands** |
| Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency. S**elect only one.** |
| [x]  Office environment/no specific or unusual physical or environmental demands  |
| [ ]  Specific physical requirements or environmental exposures. If checked, complete the Additional Work Environment Questions in the Addendum |

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| **Work Hours and Travel** |
| **Select all that apply.** |
| [x]  Work hours and location may be flexible under some circumstances |       |
| [x]  Full-time | [x]  Part time *(specify number of hours per week)* 20 |
| [ ]  Evening, holiday, or weekend work required |
| [x]  Occasional, *please* *describe* | Some weekend work required to lead committees and workshops |
| [ ]  Regular, *please describe* |       |
| [ ]  Periods of high volume/work load, *please describe* |       |
| [x]  Occasional travel required. *Please describe distance, frequency, trip duration, etc.* Travel within the US for weekend workshops and conferences  |
| [ ]  Extensive travel required. *Please describe distance, frequency, trip duration, etc.*       |

**This general outline illustrates the type of work that characterizes the job. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications.**

**APPROVAL SIGNATURES** *(Typed name is acceptable for electronic submission)*

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| Colleen Lettvin | Colleen Lettvin | 3/31/2023 |
| Supervisor Name | Supervisor Signature | Date |
| Lorin Mueller | Lorin Mueller | 3/31/2023 |
| Appropriate Leadership Team Member Name | Appropriate Leadership Team Member Signature | Date |