

### **Assessment Content Manager**

**Classification:** Exempt  
**Band:** III  
**Department:** Assessment  
**Reports to:** Managing Director of Assessment

#### **Position Summary:**

This position oversees the development of content for the National Physical Therapy Exam (NPTE) and other assessments, including planning volunteer meetings, assessing future content development needs, presenting research and information on behalf of FSBPT, maintaining volunteer relationships, and managing staff. Maintains the content outlines for the NPTE and other assessments. Provides feedback and development opportunities to PT staff and volunteers

#### **Position Functions:**

- Forecasts needs for volunteer meetings based on projected item and form development needs. Implements item development process improvements and innovative approaches to address assessment development needs. Selects staff for committees and task forces, develops committee meeting agenda, and training materials.
- Manages two or more staff members, occasionally including independent contractors, including allocating task responsibilities, providing feedback and development opportunities.
- Oversees item development and quality assurance efforts for item development: format, relevance, and fairness. Leads the development of volunteer training materials. Provides constructive feedback to volunteers and provides developmental opportunities. Maintains relationships with hundreds of volunteers, educators, members, and other stakeholders.
- Maintains the content relevance and validity of the NPTE and other assessments, including helping to draft materials and make technical decisions relating to the analysis of practice, drafting content outlines, and getting input from the Exam Development Committee on potential changes.
- Conducts and assists with various research and quality assurance initiatives relevant to FSPT-supported assessments (examples: practice analysis, fairness review).
- Represents FSBPT to external stakeholders (examinees, professionals, volunteers, educators) in presentations, written documents, and planning meetings.

#### **Position Requirements:**

**Education:** Bachelor's degree in Physical Therapy.

**Professional Licensure:** Must be a currently licensed Physical Therapist in good standing in a member jurisdiction.

**Experience:** Minimum of five full-time years' physical therapy practice experience. Experienced in managing projects and supervising staff and volunteers. Experience in exam development and technology strongly preferred.

***Knowledge, Skills and Abilities:***

- Must have expert knowledge of the Physical Therapy profession, including being licensed and in good standing in a member jurisdiction.
- Must have a high level of knowledge of item writing techniques and standards (specifically knowledge of the NPTE development process).
- Must have knowledge of construct feedback techniques, basic research techniques, and substantial public speaking skills.
- Excellent project management and organizational skills.
- Excellent written and verbal communication skills.
- Ability to motivate and supervise staff and effectively engage volunteers.

***Working Conditions:***

- Office environment.
- Daily teamwork with FSBPT staff in Alexandria, Virginia.
- 8 to 10 weekend meetings per year, held locally.
- Occasional out-of-town meetings (approximately 4-8) per year requiring air travel; may require international travel, rarely.