

Associate Director of Examination Innovation Job Description

Summary

Responsible for leading and directing the division of new examination development at the National Board of Examiners in Optometry. Primary responsibility includes overseeing the restructure of the Part III Clinical Skills Examination and the development of patient scenario testing.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Lead development efforts associated with the NBEO Part III Clinical Skills Examination Restructure.
- Communicate appropriately both externally and internally regarding all phases of development work and progress.
- Utilize both project management and organizational skills to maintain operational workflow processes and resources engaged in examination development through all phases.
- Review contemporary testing methodologies related to knowledge assessment and competency.
- Review the NBEO Job Task Analysis, annual NBERC Reports, ARBO surveys and any related stakeholder surveys or other information for discussions with the Executive Director and Board of Directors regarding considerations pertinent to new examination development.
- Form solid relationships with other leaders in clinical and scenario testing that lead to opportunities for collaboration and growth.
- Provide complete and accurate information to the Executive Director and Board of Directors for any policy related decision making.
- Present information in conjunction with the Executive Director to the Board of Directors, ARBO, ASCO, and any related stakeholders when asked.
- Provide futuristic goals and priorities for the Part III examination for consideration by the Board of Directors annually.
- Maintain fiduciary responsibility and remain within allocated developmental budgets.
- Maintain current policies and procedures manual for the examination restructure.
- Oversee quality control processes.
- Oversee process of standardized patient training, recalibration, and additional training when necessary.
- Oversee process of examiner training, recalibration, and additional training when necessary.
- Consistently review processes for continual improvements and/or areas to strengthen.
- Maintain communication with Executive Director and IT Director regarding any information technology issues necessary in the development process.

- Organize and lead Task Force meetings, Development Committee/Council meetings, etc. related to the Part III restructure project.
- Participate in related examination Committee/Council meetings when appropriate.
- Lead efforts to recruit examiners, patients, task force members, development committee and council members for the Part III restructure project.
- Ensure accuracy of all testing materials provided on the website, i.e. Candidate Guides, Evaluation Forms, Orientation Videos, etc.
- Provide information to the Schools and Colleges of Optometry and Candidates as appropriate.
- Work closely with psychometricians and Executive Director regarding scoring and standard setting processes.
- Provides other tasks as needed at the direction of the Executive Director.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Doctoral degree (OD) with 5 or more years of related experience, or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

Experience and knowledge of Microsoft Suite of products (Word, Excel, Outlook, etc), Simulation IQ Enterprise AV System, RETREAT, OEDIS.

Certificates, Licenses, Registrations Licensure to practice Optometry in the state of North Carolina.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a largely sedentary role, however some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a full-time position. Some flexibility in hours is allowed, but the employee should be available during the “core” work hours of 8:00 a.m. to 5:00 p.m. Occasional and weekend work may be required as job duties demand.

Travel

Some travel is expected for this position.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.