

PARAGON Job Description -English Language Assessment Specialist-

Job Title	: English Language Assessment Specialist
Minimum Level of Education	: Master's Degree
Job Type	: part time or full time employee or consultant (negotiable)
Salary Level	: Depends on qualifications and experiences
Location	: on site at UBC Point Gray Campus, Vancouver or by distance
Experience	: 1 or more years (see below "Work Experience")
Start Date	: ASAP
Date Updated	: Jan 17, 2012
Application Closing Date	: Until the position is filled

PARAGON TESTING ENTERPRISES operates in the highly competitive and rapidly growing industry of English proficiency tests and their instructional products and services. As a newly created subsidiary of The University of British Columbia, PARAGON aims to make its tests a viable Canadian alternative for placement in or admission to Canadian universities and colleges, for immigration to Canada, and for the workplace.

The English Language Assessment Specialist will contribute to the PARAGON team environment in the area of Test Development and Research for all of Paragon's English language testing programs. The responsibilities of an English Language Assessment Specialist are described below.

-Key Responsibilities-

The English Language Assessment Specialist is directly responsible for improving Paragon's various English language proficiency testing programs including the CELPIP-General Test, the CELPIP-Academic Test, and the Language Proficiency Index (LPI) Test.

Major responsibilities include

- **Language Construct Validation:** Ensuring the language constructs of interest are being assessed appropriately.
- **Item Development:** Writing, reviewing, pre-testing, evaluating, revising test items/tasks and the rating scales (rubrics) following the test design framework and test specifications. Applying item and test statistics to evaluate item and test form performance.
- **Test Assembly:** Assembling test forms that meet content and statistical specifications.
- **Test Delivery Program:** Assisting in designing and implementing the content, format and interface for the computerized delivery of the testing programs.
- **Research and Evaluation:** Conducting both quantitative and qualitative research on score reliability and validity; summarizing, explaining, reporting and publishing results to various stake holders such as Paragon's management team, test advisory panel, Citizenship and Immigration Canada, UBC and other institutions.
- **Consultation:** Being a resource person for staff, test advisory panel, management team, and clients with regard to the above key areas of work

-Working Relationships-

- Reports to the Manager, Test and Instructional Products Research and Development.
- Works as part of the Test Development and Research team.
- Works collaboratively with external team members: content experts or consultants, item writers, raters, researchers, and graduate students.
- Works collaboratively with Paragon's internal staff: software developer, computer systems administrator, instructional products developer, and customer services/marketing staff.

Areas of responsibility and working relationships included in this job description will change as PARAGON adapts to its competitive environment, expands into new products and services, and grows in size. PARAGON employees should be ready and willing to work with the Management Team to redefine their areas of responsibility as required by the needs of the company.

-Requirements-

Education

- MA or PhD degree in Applied Linguistics, Educational Linguistics, Psychology, TESOL, TEFL, or TESL with a focus on second language acquisition or language proficiency assessment/testing and research; and
- Sound understanding of the principles involved in test development, psychometrics, validity and reliability, and fairness of tests; and
- In-depth knowledge of second language acquisition.

Work Experience

- One year of experience in the field of large-scale standardized English language test development and research; **or**
- **Alternatively**, three or more years experience in second language teaching and learning with a track record of developing language assessment instruments;
- Some ability and skills in educational measurement and applied statistics;
- Excellent skills in writing research reports.

Other Requirements

- Advanced fluency in all components of English, listening, speaking reading, and writing.
- Canadian citizenship or permit to work in Canada

-How to Apply-

You need to submit the following documents in Word or PDF format:

- A cover letter explaining why you are applying for this job.
- A resumé that clearly states the starting and ending dates for academic degrees or diplomas. Work experience responsibility should also be clearly stated.
- Copy of graduate course transcripts showing all courses and grades received.

Qualified candidates are requested to forward the above documents to careers@paragontesting.ca. The subject line of the application must indicate the title of the position for "English Language Assessment Specialist"

PARAGON is committed to the principle of equity in employment. Paragon offers a comprehensive and competitive wellness benefits package to employees and their eligible dependents.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

By applying to this posting, you consent to the collection, use, and necessary disclosure of your personal information for the purposes of recruitment. PARAGON respects the privacy of all applicants and the confidentiality of personal information.