The Task Analysis and Assessment Support Specialist supports LTI’s mission of working with customers to set accurate and appropriate minimum proficiency levels for the job roles for which they wish to assess language proficiency and also serves to support the administration of reliable testing and rating of ACTFL assessments. This role does not have any employee management responsibilities.

RESPONSIBILITIES

- Once trained, manage LTI’s Task Analysis (TA) process with clients, including conducting launch meetings with clients, customizing the TA surveys to meet the specific needs of each TA, gathering Subject Matter Experts’ (SMEs’) data, and collaborating with the TA team to analyze, finalize, and deliver the TA report and minimum proficiency levels for each position.

- Conduct and/or rate ACTFL assessments, following all official guidelines and best practices and participating in all re-norming sessions and recertification activities, as required by ACTFL to maintain ACTFL Tester/Rater Certification at all times.

- Review tests, as requested, for technical difficulties, etc.

- Participate in User Acceptance Testing (UAT) of test revisions and updates to the rater site, as requested.

- Support the Assessment Product Management (APM) team in limited special projects/programs as per LTI initiatives and business needs and/or requested by department leadership, such as:
  - new client and candidate reports,
  - new product/item development,
  - product customization and training, and
  - updating documentation for internal or external customers.

- Support the APM team by serving as a rating SME to ensure their proposed procedures and processes represent LTI rater/tester vendors’ needs and are executable across the entire LTI rater/tester pool.

- Assist the team in supporting clients’ accommodations requests made by LTI clients and candidates, per LTI’s accommodation policy.

- Serve as in-house SME on ACTFL/ILR testing protocols and LTI testing procedures.

- Support the APM team with Rating Administration tasks, as needed, to ensure on-time delivery of ratings.

- Occasional evening and weekend coverage may be required for rating and rating administration tasks.

- Complete other related tasks, as assigned by department leadership.

EDUCATION & EXPERIENCE

- Graduate degree in Foreign Languages, ESL or Linguistics required.

- Candidate must have a certified ACTFL proficiency level of Superior in at least one language in speaking or writing (this can be English) and is required to have at least Advanced Mid (AM) proficiency in at least one other language. The ideal candidate will demonstrate at least AM proficiency in Portuguese or Korean, although other languages will be considered. (Proficiency levels can be
assessed as part of the application process if evidence of current proficiency is not documented by interested applicants.)

- The ideal candidate currently holds ACTFL Tester and/or Rater Certifications in at least one assessment type or is willing to earn one within 6 months of onboarding with LTI.
- The ideal candidate currently holds ILR Tester and Rater Certifications in at least one assessment.

KNOWLEDGE, SKILLS & ABILITIES
The successful candidate must
- have strong interpersonal communication skills.
- be knowledgeable of the ACTFL Proficiency Guidelines and familiar with the ILR Descriptors.
- have experience administering surveys and analyzing their results.
- have experience delivering (virtual) presentations.
- be proficient in basic data analyses (e.g., descriptive statistics; mean, percentages, counts).
- be proficient in the following Microsoft Office products: Outlook, Word, Excel, Teams, and PowerPoint.
- possess excellent time management skills and a demonstrated ability to simultaneously manage multiple projects.
- have demonstrated ability to be extremely detail oriented.
- have excellent written and spoken communication skills.
- be a self-starter with a proven ability to work independently, as well as within a team setting.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

__________________________________________  ____________________________
Employee Date