



Position Summary

The Director of Assessment and Education is responsible for the oversight and execution of all examination, assessment, and educational initiatives administered by the American Board of Optometry (ABO). This includes managing the board certification qualifying examination, Continuous Assessment Program (CAP) assessments, Certificates of Added Qualification (CAQ) exams, and related educational programming. The position requires collaboration with subject matter experts (SMEs), testing vendors, and educational partners to maintain the highest standards of excellence, relevance, and integrity in all programs. The Director also ensures compliance with accreditation standards and supports ABO's outreach and communication efforts.

Qualifications

- Doctor of Optometry degree
- Highly organized, detail-oriented, self-motivated and able to work independently
- Demonstrated ability to manage multiple complex projects with competing deadlines
- Excellent written and verbal communication skills; ability to communicate complex information to varied audiences
- Willingness and ability to travel occasionally for conferences, meetings, and outreach opportunities
- ABO Board-certified ODs will be given preference
- Experience in education, assessment design, program evaluation, certification/licensure or psychometrics is a plus, but not required

Key Responsibilities

Examination and Assessment Oversight

- Lead the development, administration, scoring, and maintenance of the ABO board certification examination, CAP assessments, and CAQ exams.
- Identify, recruit, and support subject matter experts (SMEs) for item writing, item review, CAP article selection, and other exam-related activities.
- Provide training and ongoing guidance to SMEs on best practices in item development, content review, and exam preparation, ensuring timely completion of key milestones.
- Collaborate with external exam delivery and psychometric services partners to ensure examinations are accurate, valid, reliable, and delivered professionally.
- Manage and maintain the exam item bank.
- Coordinate standard-setting processes for CAP assessments (three times annually), the board certification exam (every 5-7 years), and CAQ exams (every 4 years).
- Conduct Job Task Analyses and update examination blueprints on a recurring cycle, along with ABO's psychometric partners.

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Educational Program Planning and Management

- Work closely with ABO's Executive Director to identify, design and develop new programs to attract new Diplomates, address educational needs of current Diplomates, or streamline existing programs and processes
- Plan, organize, and facilitate ABO's quarterly webinar series and related continuing education activities.
- Oversee the COPE certification process for all ABO educational programs, including webinars and CAP assessments.
- Develop new educational modules and ensure existing modules remain current and aligned with practice trends.

NCCA Accreditation Compliance

- Serve as the primary liaison for maintaining ABO's accreditation through the National Commission for Certifying Agencies (NCCA).
- Prepare and submit the annual NCCA compliance report and lead the development of the organization's five-year recertification application.
- Monitor and interpret changes in NCCA standards and ensure ABO policies and procedures remain compliant.

Outreach and Communications

- Represent ABO at national optometric conferences (e.g., Optometry's Meeting, Academy, SECO) by staffing exhibit booths and engaging with stakeholders.
- Conduct outreach visits to optometry schools to educate students and residents about ABO certification.
- Contribute articles for ABO's quarterly newsletter and generate content ideas for social media platforms.
- Periodically review the ABO website to ensure accuracy and relevance of published information.
- Respond to inquiries from ABO Diplomates and Candidates in a timely and professional manner.