



Position: Program Manager/Team Lead- Assessments

Team: Strategic Initiatives

Location: Delhi

Founded in 2012, Central Square Foundation (CSF) is a non-profit philanthropic foundation working on the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving learning outcomes of children, especially from low-income communities.

We believe that ensuring Universal, Early, Conceptual and Procedural Mastery of Foundational Skills is absolutely [essential](#) for the overall success of education system. In order to achieve this, we partner with individuals and social impact organizations to bring innovative solutions in education, as well as work with the government to drive systemic impact. We collaborate with the ecosystem to leverage knowledge, build evidence and create proven tools around critical issues such as early learning, EdTech, classroom instruction methods and governance.

We also support exceptional social entrepreneurs with powerful ideas, undertake application-oriented research, provide a platform for sharing of innovation, and collaborate with other stakeholders in the ecosystem to find policy solutions - all towards enabling sustained change in India's educational system.

CSF's team members combine a deep commitment to education with operational excellence. We are a young organization with a dynamic entrepreneurial environment, dedicated to achieving significant and sustained reforms in the Indian education system.

CSF's team members bring a deep sense of commitment and passion towards our collective vision that every child deserves quality education. We strive for excellence in everything we do and collaborate to create an impact as we move closer to achieving our mission. We encourage an entrepreneurial outlook that evokes new and bold ideas along with taking smart risks. CSF provides a dynamic, learning and positive environment that is driven by our strong sense of values.

Position Summary

CSF is supporting multiple state governments to achieve universal foundational learning. This involves the co-creation and implementation of comprehensive FLN plans for the states. The project involves efficient management of multiple, ambiguous work-streams with tight deadlines, and consistent engagement with government officials at various levels of seniority.

The **Assessment function** nested under **Strategic Initiatives** team provides support for assessment and evaluation of student learning outcomes across various initiatives within CSF. This includes supporting State teams with tools and methodology for conducting student assessment for early grade/foundational skills (in Literacy and Numeracy) as part of FLN programs in the focus States.

Further, engaging with educational institutions- MOE, CBSE and NCERT to provide technical support and guidance for design, implementation and quality assurance for large-scale student assessments, review and improvisation of existing assessment tools and examinations to increase data reliability through advanced measurement practices.

The Program Manager/Team Lead-Assessments will be responsible for working with various teams at CSF to provide specialized support pertaining to development, implementation and analysis of assessment and evaluation of student's learning outcomes across initiatives. The role will report to the Senior Program Manager, Assessment, Strategic Initiatives.

Key responsibilities include, but are not limited to

- Continually engage with different teams at CSF to respond to requirements related to student assessments- for design, implementation and analysis of data.
- Establish and manage relationships with stakeholders to strengthen program implementation across large scale assessments conducted by educational institutions. Liaison with key stakeholders including members of steering committee, technical partner, MOE, CBSE and NCERT for effective implementation and roll out of assessments
- Work closely with technical partners on design and finalization of assessment frameworks, test blueprints and item development processes across assessment projects
- Oversee the process of item development across key projects, ensuring the items meet the quality standards. Conduct assessment quality checks through rigorous item review and finalisation
- Provide support in conducting the field trials for initial item pool, and conduct item analysis for final tool development using IRT and Rasch methods
- Support technical partners for analysis of data on student learning outcomes at National and State levels, including scale development through Rasch methodology
- Provide support for developing training materials for dissemination workshops (post assessment) to be organized at the State/UT/district levels.

Required Qualifications, Experience, Skills

- Master's or equivalent degree, with specialization in Education, Student Assessment & Measurement, Data
- 3 to 6 years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity, ideally with government institution (State/Central). Experience with formal assessment processes is required.
- Knowledge of assessment methodologies, including developing competency-based assessment framework and tools
- Experience in developing high-quality item banks, test instruments
- Experience in managing large scale assessments end to end
- Familiarity with CTT and IRT methodologies and tools (such as STATA, R, CONQUEST, SPSS, etc.) for item/data analysis
- Experience developing reporting templates and generate data summaries for large data sets
- Excellent communication and project management skills
- Willingness to multi-task and be flexible and adaptive to changing priorities
- Ability to build & manage relationships with government teams
- Fluency in English and Hindi

Desired Qualities

- Bias towards action and agility in operating style
- High level of integrity and strong work ethic
- Self-driven and ability to work independently
- Excellent organizational and time management skills
- Strong problem-solving ability and prioritization skills
- Thrive in a fast-paced, entrepreneurial environment
- Demonstrate initiative and motivate others

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates can click on the [Application Form](#) and fill the required details in the form. Response to your motivation to apply will be considered as a screening filter in addition to your resume.