

Job Description

Subject Matter Expert (SME) – New Certification Program

Position Title: Subject Matter Expert (SME) – globally designed career development coaching credential

Engagement Type: Volunteer (Honorarium available, if applicable)

Time Commitment: Approximately 20-40 hours over four months

Reports To: Director of Certification

Overview

NCD A is developing a new professional certification. The globally designed career development coaching credential aims to recognize knowledge, skills, and competencies in career coaching. We are seeking approximately 20 qualified Subject Matter Experts (SMEs) to support the development of this credential in accordance with national certification best practices and accreditation standards.

SMEs play a critical role in ensuring the validity, relevance, and fairness of the certification by contributing their professional expertise to the exam and standards development process. Several important stages are involved in the creation of a credible certification including job/task analysis (JTA), exam item development and assessment, exam construction and review and cut score specification.

*The Job Task Analysis Task Force members are volunteers that report to the NCD A Certification Commission as needed. **Candidates are nominated or recommended to Charles Raphael, Director of Certification at craphael@ncda.org.***

Key Responsibilities - Selected SMEs may be asked to participate in one or more of the following activities:

- Contribute to Job/Task Analysis (JTA) development and validation
- Identify and define core competencies, domains, and task statements, and related knowledge required to perform those tasks.
- Develop, review and refine exam content outlines and test specifications
- Attend virtual meetings and complete independent review work as assigned
- Maintain confidentiality and adhere to conflict of interest requirements.
- Support the process of creating and finalizing the JTA survey that will be used for the research study; this could be accomplished through document review, survey reaction and feedback
- **Must be able to attend the required meetings dates April 16-18, 2026,**

Subsequent activities may include:

- Participate in a review and discussion of feedback from the pilot test, as solicited, and recommend survey modifications to address issues.
- Participate in task force discussions reviewing final survey data to create the exam's content outline.
- Write and/or review exam items in alignment with psychometric standards
- Participate in standard setting activities
- Review certification policies, eligibility criteria and scope of practice language

Qualifications – Applicants should meet most or all of the following criteria:

- Minimum of two years of professional experience in career coaching

- Demonstrated expertise in career development and coaching
- Current professional certification(s) preferred
- Experience in diverse practice settings (e.g., clinical, educational, administrative, private practice, public sector) is highly valued
- Strong written and verbal communication skills
- Ability to collaborate respectfully in a consensus-based environment
- Comfort using virtual meeting platforms and online collaboration tools

Preferred Experience:

- Prior experience serving as an SME for certification or licensure exams
- Familiarity with competency-based assessment or credentialing programs
- Experience supervising, training, or mentoring professionals in the field

Confidentiality & Ethics

All SMEs must sign a confidentiality agreement and disclose potential conflicts of interest.

Required Time Commitment:

- **Two- and ½-day meeting:**
 - **April 16-18, 2026 From 9:00 AM – 5:00PM EST (16th & 17st) and 9:00 AM-1:00PM (18nd)**

An additional two-day follow-up meeting will be scheduled at a later date.

Training & Support: Professional facilitator guidance and training throughout the process

Benefits for Participants:

- Participants contribute to their profession and gain experience and recognition for their contributions.
- Participants will receive continuing education for their participation. 20 CE credits (must participate in all the JTA meetings).

Selection Process:

It is extremely important to ensure diversity in the composition of the participant group. Therefore, NCDA has extended an invitation to a number of individuals in excess of the number of participants needed. Demographic categories that will be considered in the selection process gender, education, age, ethnicity, and disability with an emphasis on work setting. Reviewers will be selected from those who respond to this initial inquiry in a manner to ensure the most diverse population possible. Notification of selection will be forwarded by **March 30, 2026**.

To be considered for a position on as an NCDA **Job Task Analysis Task Force member**, you must submit the following document to Charles Raphael, Director of Certification at craphael@ncda.org by **March 30, 2026**.

- Curriculum Vita or Resume
- Job Task Analysis Task Force Application

Staff Relationship/Role

The Director of Certification serves as staff liaison and is the primary point of contact for routine and ongoing Job Task Analysis Task Force activities.