

EMPLOYEE NAME: \_\_\_\_\_

Revised 6/90; 11/91; 6/92; 5/93; 2/94; 12/94; 3/95; 3/96; 11/96; 2/98; 4/01; 6/14; 8/19; 10/19

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Director of Accountability, Research and Grants         | <b>JOB CODE:</b> 415E                                   |
| <b>DIVISION:</b> Strategy and Accountability                                   | <b>SALARY SCHEDULE:</b> Annual Central Office Personnel |
| <b>DEPARTMENT:</b> Accountability, Research & Grants                           | <b>WORK DAYS:</b> 238                                   |
| <b>REPORTS TO:</b> Assistant Superintendent, Accountability, Research & Grants | <b>PAY GRADE:</b> CDR (5, 6 or 7)                       |
| <b>FLSA:</b> Exempt  | <b>PAY FREQUENCY:</b> Monthly                           |
| <b>PRIMARY FUNCTION:</b> To provide leadership in the areas of accountability. |   |

### REQUIREMENTS:

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| 1. | Educational Level: Master Degree required; Doctorate preferred  |
| 2. | Certification/License Required: Leadership Certificate preferred  |
| 3. | Experience: 5 years school based experience   |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities  |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; organization and planning; project management, data analysis; technical (spreadsheets, data bases and data management tools, survey development, and presentation software) |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

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| 1.  | Demonstrates prompt and regular attendance.   |
| 2.  | Conducts and reports longitudinal/cohort research studies.                              |
| 3.  | Plans and prepares annual reports of student achievement at system and school levels.   |
| 4.  | Reviews, monitors, and reports on research conducted by external agencies, individuals. |
| 5.  | Coordinates action research program.  |
| 6.  | Evaluates and reports the results of high impact programs.                              |
| 7.  | Conducts forecasting for system-wide planning.  |
| 8.  | Conducts training in data analysis and use.   |
| 9.  | Monitors appropriate assessments at elementary, middle and high school levels.          |
| 10. | Conducts statistical analyses of assessment data from various testing programs.         |
| 11. | Analyzes and reports assessment results to appropriate audiences.                       |
| 12. | Prepares media releases of assessment data.   |
| 13. | Evaluates Data Analysis, Accountability, Research and Grants personnel.                 |
| 14. | Establishes, updates, and monitors accountability databases.                            |
| 15. | Establishes benchmarks for improvement at system and school levels.                     |
| 16. | Collects and verifies data for internal and external use.                               |
| 17. | Serves as a resource for school improvement and strategic planning.                     |
| 18. | Performs other duties as assigned by appropriate administrator.                         |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_