



EMPLOYEE NAME: _____

Created: 7/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Director of Accreditation and Continuous Improvement (49%)	JOB CODE: 620B
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability, Research & Grants	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: CDR (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Facilitates all requirements and processes for AdvancED accreditation. Assists in the development and alignment of division, area , and local school strategic plans to the District strategic plan. Collaborates with other departments for a “one team” approach to continuous improvement.	

REQUIREMENTS:

1.	Educational Level: Master Degree required, Education Specialist Degree preferred
2.	Certification/License Required: Educational Leadership
3.	Experience: Principal experience required; 10-14 years of experience in district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, leadership, organizational skills

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists Accountability, Research & Grants Division with alignment of District, division, area , and local school strategic plans to the District vision, mission, and beliefs; teaching and learning expectations; accreditation standards; stakeholder feedback; and student performance.
3.	Ensures all recommendations from District AdvancED accreditation review are implemented.
4.	Prepares and submits all required reports for District accreditation and provides AdvancED training and assistance as needed by district personnel.
5.	Ensures that on-going required documentation at the District and local school levels is current in ASSIST {AdvancED data warehouse} and meets accreditation standards.
6.	Assists in the crosswalk alignment of professional development offerings to the District strategic plan and to areas identified as in need of improvement by AdvancED.
7.	Works with Leadership Division to review local school strategic plans and provide feedback.
8.	Assists in training of District and school leadership teams in monitoring, reporting, and implementing continuous improvement efforts.
9.	Reviews strategic processes currently in place to identify opportunities for improvement.
10.	Works directly with principals on local school strategic plans.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____