



EMPLOYEE NAME: _____

Revised: 10/12; 12/12; 7/15; 6/18; 9/26

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Programs and Charters	JOB CODE: 466L
DIVISION: Strategy and Accountability	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: 231
REPORTS TO: Director, Accountability, Research & Grants	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Oversees key Accountability programs including accreditation, CCRPI, charter schools, CRDC, application access security.	
REVISION DATES: 9/26	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree required; master's degree or higher preferred
2.	Certification/License Required: None
3.	Experience: 5 years working in an educational setting, 3 years of successful experience in designing and developing data reports
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; effective time management and task prioritization; knowledge of computerized information systems and data file management; advanced Excel skills for data analysis and PowerPoint for creating presentations.

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.	Conducts the annual GaDOE facilities and School Registry certification.
3.	Reviews and provisions GaDOE application access for all staff and conducts the annual GaDOE application specific user certification process.
4.	Collaborates with Technology and other departments for the biennial reporting of OCR/CRDC data.
5.	Facilitates the annual administration of Georgia School Climate surveys and Cognia stakeholder surveys, as well as the semiannual administration of Cognia eleot observations.
6.	Manages the CCRPI assessment matching, non-participation, cohort correction, cohort reassignment activities.
7.	Collaborates with department staff and other divisions on Cognia accreditation deliverables.
8.	Supports the charter school application process by developing timelines, establishing application procedures, coordinating with the application review committee, and preparing communications for charter school petitioners.
9.	Monitors charter school(s) to assess compliance with contract standards and progress towards goals.
10.	Works with internal and external support personnel to ensure smooth delivery of online reporting; identifies and validates new features, functions, and requirements for a variety of reporting programs.
11.	Contributes to the preparation of special analyses and reports to District administrators.
12.	Troubleshoots problems concerning database information/records using system utilities.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____