



EMPLOYEE NAME: _____

Created: 1/19; Revised: 4/19; 5/22; 4/24

JOB DESCRIPTION

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| POSITION TITLE: Director, Accountability Programs | JOB CODE: 415E |
| DIVISION: Strategy and Accountability | SALARY SCHEDULE: Annual Central Office Personnel |
| DEPARTMENT: Accountability, Research & Grants | WORKDAYS: Annual Administrative |
| REPORTS TO: Assistant Superintendent, Accountability, Research & Grants | PAY GRADE: CDR (5, 6 or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Monitors and reports accountability data; assists with various administrative duties in Accountability, Research & Grants Department. | |
| REVISION DATE(S): 4/24 | |

REQUIREMENTS:

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| 1. | Educational Level: Master’s Degree or equivalent required |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred |
| 3. | Experience: Minimum 5 years school-based experience; experience in middle or high school preferred |
| 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 skills; data analysis skills; Expertise in using Microsoft Excel for data analysis and PowerPoint for creating presentations for a variety of audiences. |

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. | Plans, prepares, and disseminates accountability data reports to schools and district staff. |
| 3. | Analyzes district achievement/perceptual data for emerging district trends. |
| 4. | Develops, administers, and reports results of surveys. |
| 5. | Collaborates with other directors to support scheduling processes and procedures. |
| 6. | Prepares and conducts training for department and school staff on division programs and accreditation requirements. |
| 7. | Supports district staff in using data in program evaluation and planning. |
| 8. | Assists department staff with strategic planning and accreditation. |
| 9. | Collaborates with Title III office for federal and state reporting. |
| 10. | Serves on district committees and task forces in support of district initiatives and priorities. |
| 11. | Collaborates with district staff to develop reports from the student information system. |
| 12. | Assists in monitoring assessment and allotments’ integrity. |
| 13. | Assists in the development, administration, and monitoring of GA’s BEST support site for each cohort. |
| 14. | Supervises and monitors scheduling practices at elementary, middle, and high schools. |
| 15. | Manages department programs and assists with supervision of local school scheduling as assigned by appropriate administrator. |
| 16. | Researches and utilizes data to enhance instructional scheduling, consistent with district, state, and federal policies. |
| 17. | Develops appropriate school-level and district-level processes and training to support creation and implementation of master schedule at elementary, middle, and high schools. |

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| 18. | Supervises and monitors grade record processes, including grade posting, transcript accuracy, and grade record security. |
| 19. | Provides professional learning for administrators, local school support staff, and central office staff to support grade record processes, including grade posting, transcript accuracy, and grade security. |
| 20. | Collaborates with district staff to compile, analyze, and prepare artifacts to satisfy accreditation requirements. |
| 21. | Stays abreast of accreditation standards and communicates any changes to district staff. |
| 22. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____