



EMPLOYEE NAME: _____

Created: 9-26

JOB DESCRIPTION

POSITION TITLE: Executive Director, Accountability, Research and Grants	JOB CODE: 415H
DIVISION: Accountability & Research	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Accountability & Research	WORKDAYS: 231
REPORTS TO: Assistant Superintendent of Accountability, Research, & Grants	PAY GRADE: CED (5,6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide leadership in the areas of Accountability and Student Reporting.	
REVISION DATE: 9/26	

REQUIREMENTS:

1.	Educational Level: Master's degree required; Doctorate preferred
2.	Certification/License Required: Leadership Certificate
3.	Experience: 5 years of 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:

1.	Demonstrates prompt and regular attendance.
2.	Collaborates with other directors to support scheduling processes and procedures. Supervises and monitors scheduling practices at elementary, middle, and high schools.
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; oversees external research requests and processes.
5.	Researches and utilizes data to enhance instructional scheduling, consistent with district, state, and federal policies.
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; instrumental in the development and delivery of school and school system performance and working with staff at all levels to understand performance data.
9.	Monitors appropriate assessments at elementary, middle and high school levels.
10.	Conducts statistical analyses of assessment data from various testing programs; supervises and leads data analysts in coordinating and analyzing reports for dissemination and training.
11.	Develops appropriate school level and district level processes and trainings related to allotment distribution and utilization.
12.	Facilitates and monitors Extended Day budget allocations.
13.	Evaluates Student Reporting personnel.
14.	Establishes, updates, and monitors accountability databases; supervises work groups to improve data accuracy and database naming conventions by developing and implementing standardized processes around data entry and reporting of student information.

15.	Supervises and monitors grade record processes, including grade posting, transcript accuracy, and grade record security.
16.	Collects and verifies data for internal and external use.
17.	Serves as a resource for school improvement and strategic planning.
18.	Supervises district count days, verifies and analyzes the count day data to inform the allotment allocation processes.
19.	Assists department staff with strategic planning and accreditation.
20.	Leads data governance efforts to improve functionality and reliability of information, and queries from various data warehouses.
21.	Collaborates with other departments on implementation and management of Cobb Teaching and Learning System (CTLs) that supports teachers and administration throughout the system.
22.	Collaborates with district staff to compile, analyze, and prepare artifacts to satisfy accreditation requirements.
23.	Prepares and monitors Department budget and financial records
24.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____