

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2018**

**JOB TITLE: DIRECTOR OF ACCOUNTABILITY
DIVISION OF PLANNING AND ADMINISTRATION**

GENERAL STATEMENT OF JOB

Under limited supervision, plans and directs the development and implementation of the District-wide accountability system, including the collection, management and use of assessment data; ensures District compliance with state and federal law related to accountability. Performs related professional, supervisory and administrative duties as required. Reports to the Chief Planning and Administrative Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and directs the development and implementation of the District-wide accountability system in accordance with state and federal law.

Supervises duties of assigned professional and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Develops, monitors and controls the annual budget of the Office of Accountability; monitors budget revenues and expenditures and prepares related reports; authorizes payment of invoices.

Manages the collection, data entry and use of data related to District-wide test scores and other measurements of accountability.

Initiates and coordinates the development of data entry standards for the District; monitors accuracy of entered data; provides instruction and guidance to schools in the use of data. Implements the District's data warehouse; evaluates its effectiveness and makes recommendations as appropriate to continue, modify or discontinue data warehouse functions.

Monitors dropout, graduation, discipline and other accountability data and submits reports to the Chief Planning and Administration Officer and South Carolina Department of Education as required.

Coordinates the development of the District Strategic Plan, the District Update, the School Renewal Plans, and the School Renewal Updates.

Coordinates the implementation of new and/or modified test data management software systems; provides user training and support as necessary; monitors system use and effectiveness and recommends changes and/or enhancements as necessary.

Coordinates the school-level gathering of data and narratives for state report cards from a myriad of sources; ensures accuracy and completeness of information, and submits to the State Department of Education.

Calculates District report card absolute and improvement ratings. Sets targets and projections for state-mandated assessments.

Coordinates the implementation of a Common Formative Assessment computer-adaptive testing program; assists in the scheduling of testing in computer labs as requested; assists in monitoring testing procedures and coordinates the distribution of results; provides guidance and instruction in data analysis as requested.

Develops and manages various databases to facilitate meeting reporting requirements.

Designs and conducts evaluations of instructional programs.

Develops, conducts, analyzes and reports results of various surveys and studies; interprets results as requested; compiles data for and prepares various statistical, administrative and professional reports as required by the District, State Department of Education and/or other agencies.

Serves as backup for District Test Coordinator; assists Coordinator during spring testing.

Attends school, District, community and other meetings; participates as a member of professional organizations and associations as appropriate.

Receives and responds to inquiries, data requests, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Superintendent, Board of Trustees members, subordinates, other District administrators and staff, school administrators / teachers / staff, State Department of Education personnel, various committees, parents and the general public.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in education research and measurement or related field supplemented by two to three years of experience in education assessment, statistical research, or related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of direction and assignments to subordinates and co-workers. Includes the receiving of information and direction from supervisor.

Language Ability: Requires the ability to read a variety of philosophical, financial, administrative and statistical documents and reports. Requires the ability to prepare various types of reports, studies, data analyses, program evaluations, recommendations and other documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence.

Intelligence: Requires performing work involving the application of principles of logical thinking or scientific practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact; to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in staff supervision; to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees; to influence others through persuasive speech and writing. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including education administration, research and measurement, statistical analysis, data collection and analysis, program development, etc.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use advanced applications of fractions, percentages, ratio and proportion, including statistical analysis.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the methods, procedures and policies of the District as they pertain to the performance of duties of the Director of Accountability. Has considerable knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Knows how to plan, organize and direct a professional and support staff. Is able to ensure compliance with all laws and regulations and control the activities of the office through effective supervision. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising

various programs and related activities. Is able to perform employee evaluations and to make recommendations based on results. Has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to co-workers regarding program policies, methods and regulations. Has the ability to offer assistance to subordinates, co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future District needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to District purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has extensive knowledge of educational research and measurement philosophies, techniques, trends, tools and materials. Is able to plan, coordinate, schedule and implement an effective assessment program for the entire District. Has knowledge of and skill in the use of test data collection, analysis, interpretation and reporting. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing, data manipulation and analysis, and records management. Is able to compile, organize and utilize various financial information necessary in the preparation of the office budget, and knows how to prepare and monitor the budget. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department. Is able to perform complex mathematical computations and analysis as required. Knows how to maintain effective relationships with teachers, administrators, parents, Board members, and members of the public through contact and cooperation. Has the skills to be able to communicate in a highly professional and articulate manner with all levels of management and other persons. Is able to make effective presentations and discuss problems and possible solutions as required. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues,

situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action

affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.