

Title:	Accountability Specialist	Reports To:	Site/Department Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	200 days	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 35 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, performs a variety of technical, database, and record keeping duties in support of assigned District program and/or school; creates databases, inputs and extracts data, and compiles data for analysis and reporting; coordinates and administers placement and other assessment tests; serves as a technical resource to staff, and students regarding assigned programs and/or school; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor or administrator.

ESSENTIAL FUNCTIONS

- Provides database support services for District, state, and federal policies, rules, and regulations, pertaining to assigned program and/or school accountability requirements, student registration, and attendance.
- Performs a variety of complex and technical duties involved in the collection, evaluation, and reporting of student attendance, testing, and other information; verifies computerized data and reports.
- Utilize State accountability system software to distribute, collect and process testing materials; organize and prepare materials for distribution; monitor inventory levels of testing materials; order, receive and maintain inventory of testing materials.
- Coordinates quarterly and annual reporting.
- Coordinates, administers, and scores student placement and assessment tests; determines and recommends testing levels; coordinates testing schedules; compiles test scores and statistical data for research or inclusion in special reports; conducts special studies concerning student testing and assessment data as requested.

- Coordinates new student orientation and testing registration processes, including evaluation and pre-testing; processes test results and implements standards for student placement; communicates with faculty regarding enrollment counts; enters student data into database system ensuring accuracy and completeness of records.
- Coordinates student assessment process quarterly.
- Coordinates year-end placement process, including supplying faculty with class rosters, placement evaluation details, and testing results to ensure proper placement in upcoming school year.
- Works with faculty on transferring students to ensure transfers are processed in a timely and efficient manner.
- Maintains inventory and destruction of testing materials and documents in accordance with guidelines.
- Researches, compiles, and organizes information and data.
- Composes, types, edits, and proofreads a variety of documents.
- Answers questions from and provides support services to students, faculty, and other departments regarding assigned programs, services, and activities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of data management concepts and structures, including data collection, and distribution requirements for analysis and reporting functions.
- Principles, procedures, and techniques involved in the administration and scoring of assessments.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Perform a variety of complex and technical duties involved in the collection, evaluation, and reporting of student, testing, and other data required.
- Evaluate needs and create, build, and modify forms, documents, and reports for data processing and reporting.
- Administer and score placement or other designated assessment tests and determine and recommend test levels for subsequent testing.
- Compose correspondence, reports, procedures or other written materials independently or from brief instructions.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate office equipment including computer equipment and specialized software applications programs, including but not limited to Microsoft Office applications.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Maintain confidentiality.
- Type with accuracy at a rate of 50 words per minute.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade.
- Three (3) years of experience involving student record management.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver’s License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents/guardians, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.