

**ST. MARY'S COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION**

SUPERVISOR OF ACCOUNTABILITY

POSITION: Supervisor of Accountability

REPORTS TO: Chief Academic Officer

LOCATION: Department of Curriculum and Instruction

NATURE OF WORK:

The Supervisor of Accountability is responsible for assisting site administrators and teachers in articulating accountability requirements and best practices at the school level and providing support for staff and students. The Supervisor of Accountability must demonstrate effective administrative, communication, problem-solving, and decision-making skills. This position requires the ability to travel to various sites, observe and provide evaluative feedback regarding accountability, effective and efficient use of technology, and deliver ongoing professional development. The position reports to the Chief Academic Officer.

ESSENTIAL FUNCTIONS:

- Ability to collaborate with co-workers and stakeholders within St. Mary's County Public Schools (SMCPS) as well as the community and public;
- Ability to compile data from various sources and analyze data to make informed decisions related to the accountability program, and staff professional development;
- Ability to comply with financial, legal, and administrative processes, policies, and regulations;
- Ability to facilitate meetings, workshops, and seminars both during the regularly scheduled workday and/or evening and weekend events;
- Ability to serve as a positive representative of SMCPS at all times;
- Ability to interview, observe, evaluate, train, and supervise staff;
- Ability to stay current on matters related to federal, state, and local assessment and accountability policies, regulations, and procedures;
- Ability to track and maintain an accurate accounting of allocated budgets at all times;
- Ability to present information verbally, in writing, and through presentations in a professional, clear and concise manner;
- Ability to respond to issues and inquiries from internal and external parties;
- Ability to maintain a clean and clear driver's license and ability to operate a Board vehicle;
- Ability to perform work in an office setting as well as remotely from school buildings;
- Ability to attend meetings both in-county and outside the county as requested; and
- Ability to use technology effectively and efficiently.

DUTIES AND RESPONSIBILITIES:

The supervisor will be responsible for assessment and accountability programs at all instructional levels. This will include support and professional development related to legislation and facilitation and oversight of grants; and support of teacher observations; and for cross-disciplinary programs such as facilitation of county-wide Professional Development; organization of the county Professional Development site, and peer coaching. The supervisor will be responsible for performing the duties as described herein. The Chief Academic Officer may assign additional responsibilities.

I. Program Planning and Development

- a) Participates in identifying and assessing the accountability requirements and needs of students, staff, community, and school system;
- b) Reviews and develops Professional Development to meet those instructional needs;
- c) Helps to develop system accountability goals, objectives, and plans;
- d) Oversees the submission of all required accountability reports to MSDE and other agencies including those related to virtual learning opportunities and Edgenuity;
- e) Administers the Maryland Course Catalog;
- f) Generates and manages TAC windows for grades and recovery;
- g) Oversees application compliance and approval;
- h) Provides digital resources support;
- i) Works with appropriate staff to plan strategies to achieve student success in identified outcomes;
- j) Sets focus of accountability initiatives by being knowledgeable about current trends in the area(s) of responsibility; and
- k) Assists in coordinating school programs with appropriate local, state, and federal programs and/or Regulations.

II. Personnel Management and Services

- a) Plans and implements system-wide orientation and ongoing training for personnel;
- b) Establishes effective working relationships with assessment and accountability personnel;
- c) Participates in teacher observations and conferences with teachers to promote professional growth;
- d) Serves as a resource to administrators and instructional staff to promote continuous improvement;
- e) Develops and conducts professional development to strengthen present programs; and
- f) Initiate new programs.

III. Administration

- a) Plans, conducts, and/or participates in professional development and meetings;
- b) Schedules and coordinates the services of other system personnel and outside partners and consultants;
- c) Represents the system at state and local meetings and conferences to give and receive;
- d) accountability information; and
- e) Plans, develops, and coordinates the publication of curricular materials.

IV. Procuring and Allocating Resources

- a) Assists in the identification and procurement of grant funding;
- b) Reviews budget requests from schools as required/requested;
- c) Assists in the preparation of the development budget;
- d) Assists with evaluation and selection of assessment and accountability materials and equipment;
- e) Assists in the preparation of bid lists for materials and equipment; and
- f) Reviews and controls as appropriate the expenditures of allocated funds.

V. Interacting and Articulating within the School System

- a) Receives and transmits communications related to policies, procedures, programs, and operations within the school system;
- b) Interacts in committees to help develop curricula; proposes and clarifies policies and procedures;
- c) Establishes goals, objectives, and beliefs; receives information; and plans strategies; and
- d) Participates in committees, meetings, and other partnership activities as required.

QUALIFICATIONS:

- Possess a master's degree;
- Possess a valid Advanced Professional Certificate and Administrator I endorsement required;
- Demonstrated knowledge of appropriate assessment and accountability methodologies;
- Have a minimum of five years of successful teaching experience; and
- Demonstrated leadership experience.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the SMASA salary schedule for eleven and twelve-month employees - Range C

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 5.2023