School District Position Description

Position Title:	Instructional Accountability Specialist
Department:	Federal Programs
Reports To:	Federal Programs Coordinator/Superintendent
Approved By:	Butler County Board of Education Date Revised:

SUMMARY:

Serves as a liaison between the schools in Title I School Improvement, the central office, the state department contract personnel, and the state department accountability team to acquire and maintain AYP.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Coordinates system-wide data collection for accountability and instruction
- Maintains thorough understanding of AYP and the state accountability plan
- Provides on-going coaching and support to classroom teachers and schools in school improvement
- Participates in all local and SDE training sessions regarding effective practices for schools in school improvement
- Assist schools/LEA in formulating and implementing school improvement plans
- Collects needed data for reports submitted to the U.S. Dept. of Education, State Dept. of Education, and the district Federal Programs Coordinator and/or Superintendent
- Provides leadership in curriculum planning, alignment, and implementation of curriculum
- Provides resource materials to teachers that support high-quality curriculum pacing and alignment
- Maintains a thorough knowledge and follows federal requirements for school improvement schools
- Conducts high-quality, sustained training sessions, presentations, and workshops
- Maintains accurate records, reports, accounts and documentation for all programs in this category
- Assist in assessing the educational needs at both the school level and the LEA level
- Assist the schools in school improvement with the coordination of parent activities with specific emphasis on academic improvement
- Attends local, state, and national conferences, technical assistance meetings, professional development workshops, and in-services on school improvement and best practices and relays information on best practices to faculties
- Communicates with parents, students, teachers, school and LEA administrators regarding student and programmatic progress and needs
- Assist the schools and the LEA in analyzing results of state assessments
- Communicates and cooperates with the principals of schools in school improvement regarding teacher and programmatic needs and progress
- Visits school improvement schools on a regular basis

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with policies and applicable laws.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE:

Minimum of Master's Degree. Must have supervisory/administrative experience and/or teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Alabama Class A (Rank 1) teacher certificate in Administration and/or Supervision.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, school staff, students, and the general public.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all school system requirements and Board of Education policies.

PHYSICAL DEMANDS*: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to fifty pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT*: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.