

The Accountability and Performance Management Specialist performs confidential specialized duties requiring significant understanding in their area of assignment to support the daily operations of the department. Areas of assignment may include student registration, enrollment and records, performance calculations, project management, and other areas as assigned.

Chain of Command

This position reports to the Executive Director of Accountability and Performance Management.

Competencies

The Specialist should possess the following:

- Expertise in organizational and time management systems
- Strong communication and mathematical skills
- Positive customer service abilities
- Proficient use and leverage of technology and productivity tools
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines

Essential Duties

This position performs the following duties, including, but not limited to:

- Under the direction of the Executive Director of Accountability and Performance Management, provide support with the operations of the department
- Respond to open enrollment and student records requests, and maintain information as required
- Create and maintain datasets
- Maintain confidential student and employee information
- Schedule, communicate, document, track, and progress monitor project work and meetings
- Interpret and apply District policies and procedures
- Collaborate with other department team members to support the overall operation of the Department and support the needs of the District

Minimum Qualifications

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Driver's License
- AZ IVP Fingerprint Clearance Card

Date Revised

6.26.2023