

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE 5/16/2005
MINUTE BOOK NO. 28
PAGE NO. _____

19.01

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

DIRECTOR OF ACCOUNTABILITY AND SPECIAL PROGRAMS

QUALIFICATIONS:

- (1) Masters Degree from an accredited educational institution in Educational Leadership.
- (2) Certification in Educational Leadership and School Principal.
- (3) Three (3) years experience as School Principal/Assistant Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of measurement and evaluation theory, concepts and practice; statistical methodology procedures; and test development, scheduling, administration, scoring, interpretation, and reporting. Knowledge of trends, theory and practice in planning, research, and evaluation. Ability to read and interpret journals, research studies, Florida Statute, State Board Rules, and School Board Policy. Knowledge of group dynamics. Ability to demonstrate written and oral communication skills. Ability to organize and prioritize. Ability to present complex data and materials to a variety of audiences. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

REPORTS TO:

Executive Director of Teaching and Learning

JOB GOAL

To provide leadership in the planning, development, implementation, and evaluation of accountability and special programs designed to meet the needs of students throughout the district.

SUPERVISES:

Assigned Program Personnel
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Coordinate district student test administration program, including designing strategies and procedures for test administration.
- (2) Coordinate the distribution and collection of test materials.
- (3) Coordinate analysis and distribution of test data to maintain and improve quality of testing programs.
- (4) Coordinate with schools for test administration services and products.
- (5) Train school test coordinators on test administration and security.
- (6) Provide training and assistance to schools on data analysis as it relates to the school improvement planning process.
- (7) Prepare detailed interpretations of group test and state assessment results as requested.
- (8) Assist in conducting research and disseminate findings to curriculum leaders on current trends, best practices, promising programs and program evaluation.
- (9) Assist district and school personnel in collecting, organization, analyzing, and interpreting data and using data to make instructional decisions.
- (10) Assist school personnel in using a variety of assessment tools.
- (11) Prepare and oversee grants and district plans as assigned.
- (12) Direct and coordinate the District's Title I and LEP/ESOL Programs.
- (13) Work closely with district and school staffs to support school improvement initiatives and processes.

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- (14) Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process.
- (15) Disseminate information and current research to appropriate personnel.
- (16) Develop annual goals and objectives for professional development consistent with and in support of district goals and priorities.
- (17) Participate successfully in training program offered to increase skill and proficiency related to the assignment.
- (18) Review current developments, literature and technical sources of information related to job responsibility.
- (19) Collaborate with other district educational and school instructional leaders.
- (20) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (21) Serve on district, state or community councils or committees as assigned or appropriate.
- (22) Assist in implementing the district's goals and strategic commitments.
- (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (24) Assist in the development of policies and administrative guidelines related to assigned programs.
- (25) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- (26) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and house of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3