

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### EXECUTIVE DIRECTOR- EDUCATIONAL

1685 Executive Director of  
Accountability

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**JOB TITLE:** Executive Director of Accountability

**SUPERVISES:** Directors, Supervisors, Coordinators

**REPORTS TO:** Chief Data and Accountability Officer

#### NATURE AND SCOPE OF JOB:

The Executive Director for Accountability provides high quality data, information, and analysis to enable the Accountability Department to serve as the analytic hub for the district evaluation system. This includes but is not limited to the collecting of observations via Media X to support the organizing, reporting, and analyzing relevant, timely, and accurate staff performance and comply with NJDOE reporting. In particular, the office is responsible for overseeing performance and evaluation management of Media X and work across-departments/divisions to finalize summative evaluations.

#### QUALIFICATIONS:

The Executive Director of Accountability shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of
2. N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
3. Have a Master's Degree or higher from an accredited college or university.
4. Have at least five (5) years' experience in performance and evaluation management, assessment, curriculum evaluation; or a related field.
5. Knowledge and understanding of performance and program evaluation system, staff development, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, research related to learning, and strategic staffing solutions that better meet the needs of the District's priorities and areas of need.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Demonstrate integrity and good moral character and initiative.
8. Hold a valid driver's license with no serious violations. (Optional)
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **JOB FUNCTION AND RESPONSIBILITIES:**

1. Plans, directs, and conceptualizes comprehensive planning, evaluation, and research activities; interprets and applies appropriate laws, policies, and standards that have major impact across divisions impacting evaluation systems.
2. Oversees and manages the performance and evaluation system of district staff.
3. Coordinates program evaluation services for school system; provides leadership in planning, developing, administering, interpreting and reporting the district's evaluation programs and designs surveys and other data collection instruments; brokers evaluation services between schools and external evaluators.
4. Researches and designs appropriate District-wide performance and quality training.
5. Coordinates performance management and quality improvement capacity building for all certified instructional staff.
6. Supports, trains and certifies in-house performance and quality improvement observers to conduct observations of instructional staff.

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7. Establishes a continuous performance and quality improvement effort and monitoring and reporting system.
8. Regularly reports the status of performance and quality improvement efforts and impacts to immediate supervisors and other departments.
9. Coordinates and prepares state reports for accountability to NJDOE for local improvements efforts.
10. Ensures needed data is collected on a timely basis, regular reports on progress are distributed, and makes recommendations for future improvements based on the data.
11. Coordinates the District Evaluation Advisory Committee (DEAC) by serving as the administrator. Convenes regular meetings, sets agendas, develops and analyzes performance improvement data for the council, designs and implements the necessary processes and systems, develops and implements a District-wide communication plan, and develops and implements a process for improvement.
12. Plan, organize, and implement professional learning opportunities for school leaders, educators, and community partners in research-based instructional practices that support content specific standards, standard-aligned assessments, state assessments, and assessment practices.
13. Attend workshops and professional conferences to continuously improve programs and practices within the district.
14. Collaborate with various cross-divisional teams/departments to support increased the effective collection, reporting, analysis and use of data at all levels of the district focused on improving student learning and effectively monitor performance evaluation data.

### VERIFICATIONS OF COMPETENCY:

The Executive Director of Accountability shall:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.
5. Official college transcripts.

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### EMPLOYMENT TERMS:

The Executive Director of Accountability shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).
4. Assess staff training requirements necessary to accomplish program objectives, and target technical, administrative and management training needs on an annual basis.
5. Schedule training for assigned personnel.
6. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time, climb stairs as necessary.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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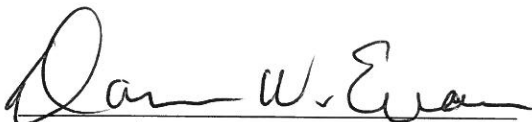
### ENVIRONMENTAL DEMANDS:

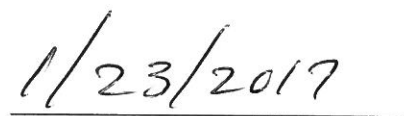
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Chief Data and Accountability Officer or designee shall evaluate the Executive Director for Accountability in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date