

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISOR AND ADMINISTRATOR POSITION DESCRIPTION

DIRECTOR OF ACCOUNTABILITY AND REPORTING II

POSITION: Director of Accountability and Reporting II

REPORTS TO: Chief Academic Officer

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

The Director of Accountability and Reporting is responsible for leading student and program research, performance measurement, and reporting practices for all parts of the district to support timely and reliable monitoring of district, departmental, and school-based administrative and instructional programs by employing data-driven decision-making management practices in the St. Mary's County Public School System. The Director of Accountability and Reporting will provide leadership and synchronization to provide an aligned and articulated instructional assessment, accountability, and data analysis program for the district. The work includes supervising professional and clerical support staff. The Director of Accountability and Reporting is responsible for ensuring compliance, accountability, and comprehensive reporting for the Blueprint for Maryland Schools, as well as for meeting all additional Federal and MSDE reporting requirements. The position reports to the Chief Academic Officer and is a member of the Division of Instruction.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills, working well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership, organizational skills, and the ability to motivate people and facilitate productive academic/organizational change
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, the Blueprint for Maryland Schools, Board of Education of St. Mary's County policies and regulations, as well as school system procedures and contractual obligations
- Possess thorough knowledge of principles, practices, methods, and procedures pertaining to establishing and maintaining an effective program of supervision for accountability and assessment

DUTIES AND RESPONSIBILITIES:

- Works with the Chief Academic Officer on the development of local pre-assessments, quarterly assessments, and end-of-course assessments for multiple content areas and grade levels
- Coordinates ongoing professional development for learning management systems, communication platforms, and instructional technologies
- Coordinates the accountability process for the school system
- Ensures compliance, accountability, and comprehensive reporting for the Blueprint for

Maryland Schools, as well as for meeting all additional MSDE reporting requirements

- Supports all aspects of technology integration in the district
- Coordinates the review, development, and revision of all procedures related to the administration of local and state assessments
- Works cooperatively with directors, principals, and supervisors in developing and maintaining the procedures for administering local and state assessments
- Plans, improves, and oversees local and state assessments in conjunction with the Supervisor of Assessments and the Supervisor of Accountability Data, which includes the ordering and use of assessment materials
- Ensures district-wide compliance with all federal and state accountability requirements
- Provides technical assistance to district and school administrators in the areas of federal and state accountability measures
- Provides oversight of the Virtual Academy and Virtual Programming in collaboration with the Supervisor of Virtual Learning
- Assists in the preparation and administration of the budget for supplies, equipment, and facilities in the area of student assessment
- Plans and provides staff development for teachers and administrators on requirements of the state assessment program and the state and federal accountability programs
- Analyzes school performance data for national, state, and district assessment programs and prepares that data for school-based staff and for public release
- Oversees the dissemination of information regarding current requirements of the state assessment program, including test administration, security, and confidentiality, in partnership with the Supervisor of Assessments and the Supervisor of Accountability
- Provides technical assistance to district and school-based administrators for all aspects of program monitoring and interventions related to federal and state accountability measures.
- Provides oversight of the Virtual Academy and Virtual Programming in collaboration with the Supervisor of Virtual Learning
- Attends meetings within the school system and with state representatives and serves on committees related to accountability and assessment
- Manages a departmental budget responsibly and accurately, meeting all timelines and accounting regulations as required by law and/or board policy
- Assists in the development, interpretation, and execution of policies and regulations of the Board of Education
- Reports periodically to the Board of Education on all accountability and assessment matters as directed by the Superintendent, Deputy Superintendent, or Chief Academic Officer
- Makes recommendations pertaining to policy and procedure to the Superintendent, Deputy Superintendent, or Chief Academic Officer
- Interprets and communicates the accountability and assessment program and policies to the community, including parents/guardians, through various sources
- Advises and counsels staff on issues affecting the school system
- Organizes and directs professional development for the instructional and administrative staff
- Maintains knowledge of recent educational research related to accountability and assessment
- Plans, organizes, coordinates, and directs the work of staff
- Establishes and maintains effective working relationships with school officials, administrators, staff, other school system employees, community groups, and representatives of state agencies
- Provides leadership in the development of the SMCPs 5 Year Strategic Master Plan and ensures alignment with related system plans
- Provides leadership in the School Improvement Planning process
- Works with the Department of Human Resources in the development, facilitation, and implementation of Employee Assessment Systems
- Supervises and evaluates the performance of the digital media team
- Coordinates and directs the work of staff who manage social media, professional publications, and system planning documents

- Facilitates the development and publication of media to support system initiatives, professional development, and communication
- Serves as primary liaison with community and partner organizations to support student, staff, and school system initiatives
- Collaborates with the Department of Human Resources and other system departments to deliver programs and events in recognition of staff and students
- Facilitates cross-departmental initiatives and programs, such as SMCPs Summer Enrichment Programs
- Facilitates evaluation of system initiatives, including surveys, evaluation, and research studies
- Leads systemic initiatives and programs
- Coordinates and directs the work of the Supervisor of Library, Media, and Digital Resources
- Performs other duties as assigned

QUALIFICATIONS:

Required:

- Master's degree in educational administration, curriculum/instruction, or related field (as determined by the Board of Education)
- Hold an Advanced Professional Certificate issued by the Maryland State Department of Education
- Administrator II certification
- Five (5) years of classroom teaching experience in a PK-12 public school system
- Five (5) years of professional experience in curriculum development, professional development, or instructional supervision

Preferred:

- Experience as a Principal in Maryland

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on SMASA salary schedule for employees - Range H.

BARGAINING UNIT ELIGIBILITY: SMASA

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