

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR OF ACCOUNTABILITY AND ASSESSMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of three (3) years appropriate teaching experience.
- (4) Minimum of three (3) years appropriate administrative experience.
- (5) Experience with the Florida Department of Education in collection, editing and transmittal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National, State, and District educational goals and standards. Knowledge of required State Assessment and Data requirements. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Ability to plan and present information to the public. Ability to supervise and organize the responsibilities of District personnel with project- based initiatives; provide clean and concise direction. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Knowledge of systems, mainframe and micro-operations, instructional and administrative development processes. Organization and people skills are required. Ability to relate to people, energize subordinates, provide clear and concise direction.

REPORTS TO:

Superintendent, Assistant Superintendent

JOB GOAL

To guide the systematic planning and implementation of optimal educational programs and services for instructional improvement at all levels of the District. Provide technology services and accurate data to improve the operational and instructional needs of the District.

PERFORMANCE RESPONSIBILITIES:

- (1) Coordinate the planning, implementation, articulation and evaluation of relevant programs as directed by the Superintendent.
- (2) Coordinate, monitor and evaluate special projects.
- (3) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- (4) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (5) Assist school personnel in initiating and implementing new programs.
- (6) Coordinate the administration and scoring of Levy Interim Assessments and District End of Course assessments.

DIRECTOR OF ACCOUNTABILITY AND ASSESSMENT (Continued)

- (7) Serve as liaison between Performance Matters Database and the Levy County School District.
- (8) Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other departments, and the public. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to take on responsibility and make competent decisions on matters affecting the entire department.
- (9) Coordinate with other District departments in meeting information reporting deadlines and other specific mandates as established.
- (10) Maintain a network of peer contacts through professional organizations.
- (11) Inform district and school staff of progress monitoring data to support instructional decisions.
- (12) Coordinate the work of school assessment coordinators to organize state and district assessments.
- (13) Oversee collection of data for teacher evaluations.
- (14) Serve as liaison for information regarding SAT, ACT, AP and PERT assessments.
- (15) Work with school and District personnel in obtaining information regarding the effectiveness of program implementation.
- (16) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.
- (18) Serve as the liaison between the State Department of Education and the instructional staff of the District in communicating and planning program requirements of the State statutes, State Board of Education rules and regulations and mandated federal programs.
- (19) Provide data to assist in decisions for curriculum and instruction development.
- (20) Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
- (21) Provide services and implement necessary programs to meet organizational needs
- (22) Provide data for collective bargaining negotiations.
- (23) Assist in the development of administrative guidelines and policies for assigned areas of responsibility.
- (24) Prepare all required reports and maintain all appropriate records.
- (25) Use effective, positive interpersonal communication skills
- (26) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 hours 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.

Job Description Supplement Code 5

Lane A2

Salary Index 1.0390 of the Administrative Salary Schedule

DOE Job Code 77117

Board Approved ~~05/28/2019~~ 9/27/2022