



Chief Accountability and Continuous

Improvement Officer

Reports to:	Superintendent	Job Code:	HR
Department:	Office of Continuous Improvement	Structure/Grade:	DPC
Division:	Office of Continuous Improvement	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Reports directly to the Superintendent and serves in the second highest tier of administration in the organization; ensures the daily implementation of Accountability and Continuous Improvement functions which are fundamental to the effective and efficient operation of the District; has oversight responsibility for the planning, organization, monitoring and coordination of student assessment programs, federal programs, research assessments, grants, accreditation, and standardized testing services per applicable federal, state, and local requirements.

Essential Job Duties

- Directs and monitors the administration of the standardized testing program for all students in grades K-12 in coordination with principals and Area Superintendents. Ensures legal compliance with the administration of standardized assessments for special education students.
- Ensures that errors on student answer documents are corrected and returned to the Georgia Department of Education (GA DOE) to ensure accurate reporting; uses data to develop sound rationale for submission of appeals to GA DOE for school district funding to challenge negative designations for school systems.
- Analyzes assessment data for national, state, and district assessment programs and prepares data for release to the public.
- Provides overall leadership and supervision of the district's progress and performance measurement system to support the timely monitoring of district-wide and school-wide administrative and instructional programs, and measure and report progress.
- Provides support and leadership to the School Engagement Coordinator to support the look and feel of Horizon programs and ensure district level support.
- Conducts evaluations of key DCSD program initiatives as a means of informing the Superintendent, Board, and community as to the effectiveness and recommendations for improvement
- Provides direct oversight of federal and state accountability requirements related to ESSER, Federal Programs (Title I and Title II), Research, Evaluation, and Grants Programming to ensure the district and all schools comply with required standards and procedures.
- Provides leadership and oversight in developing and maintaining the annual budgets for federal program dollars. Resolves issues related to violations of standards.
- Directs, monitors, and appraises the performance of departments/work units; has responsibility for the fiscal management of funds allocated to departments/work units under the sphere of supervision.
- Analyzes and interprets test data for the school district and school-based goalsetting and instructional improvement to align with the Strategic Plan.
- Trains Area Superintendents, executive directors, principals, assistant principals, and teachers to use data to develop School Improvement Plans
- Performs other duties as assigned.



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Qualifications

- Master's degree from a Georgia Professional Standards Commission approved accredited college or university required.
- Minimum ten (10) years of progressively responsible administrative and supervisory experience in a school system setting or as an executive with demonstrated successful advancement through the administrative or executive managerial hierarchy, as appropriate, required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures
- Knowledge of the organization of a specific assigned area
- Knowledge of budgeting and spending, labor issues, and efficiencies
- Knowledge of DCSD (DeKalb County School District) policies and procedures; workforce and facilities requirement forecasting
- Knowledge of all relevant available public and private resources and services
- Knowledge of curriculum guidelines for the school district and state requirements
- Knowledge of standardized testing by school district policies and state laws
- Knowledge of school district policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities.
- Skilled in administration and management skills gained through increasingly responsible management positions.
- Skilled in recruiting, training, and motivating employees
- Effective oral, written, and interpersonal communication
- Skilled in preparing assignments and tests for in-school preparation and homework and in maintaining order in a classroom setting.
- Skilled in administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization.
- Ability to establish objectives and procedures governing the performance of assigned activities among employees.
- Ability to develop and understand financial and/or operating reports; maintain confidential information.
- Ability to analyze, interpret and report test data.
- Ability to use relevant computer applications.
- Ability to prioritize assignments and manage multiple tasks simultaneously.



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Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____