Hickman County Schools

Job Title: Director of Accountability

Contract Period: 12 months

Reports to: Director of Schools

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Purpose of Job: Provide leadership for the processes for which the school system and schools are held accountable: legislation and policy, testing, and accountability. Serves as the system-level testing coordinator.

• Collaborates with internal and external personnel (e.g. administrators, board members, teachers, assigned staff, vendors, auditors, public agencies, regulatory agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

• Compiles data from a variety of sources for the purpose of evaluating assigned district programs and/or related services, developing programs and/or services, making decisions for program enhancement and complying with financial, legal and administrative requirements.

• Coordinates program components, support needs and materials for the purpose of delivering services that enhance student learning, conforms to established guidelines, and ensures district objectives are achieved.

• Develops and manages budgets, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

• Evaluates policies, procedures and current practices that are related to assigned program components for the purpose of ensuring that programs and services meet student and teacher needs while meeting district and state objectives and guidelines.

• Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.

• Oversees the development of curriculum assessment, including formative assessments and scope and sequence guides, for the purpose of enhancing student achievement and conforming to district and state curriculum and/or instructional objectives.

• Prepares a wide variety of written materials in both manual and electronic formats (e.g. presentations, reports, assessment results, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Presents information on a variety of topics (e.g. policy and/or procedure, instructional strategies, professional development design, student achievement testing, etc.) for the purpose of conveying information and/or recommendations regarding district curriculum.

• Responds to issues and inquiries from internal and external parties (e.g. e.g. district administrators, board members, parents, students, teachers and outside agencies) for the purpose of clarifying policies.

• Prepares Pre-K grant application for submittal (e.g. through researching, identifying available grants from federal, state, and private sources and local matching funding, writing, editing) for the purpose of to support existing and planned program activities.

• Serves as an information resource to staff members regarding assessment.

• Schedules background checks for prospective employees.

• Serves as complaint manager for Title VI and Title IX complaints.

• Other duties as assigned by the Director of Schools.