# JOB DESCRIPTION

**POSITION TITLE:** Director of Accountability, Research and Grants  
**JOB CODE:** 415E  
**DIVISION:** Strategy and Accountability  
**SALARY SCHEDULE:** Annual Central Office Personnel  
**DEPARTMENT:** Accountability, Research & Grants  
**WORK DAYS:** 238  
**REPORTS TO:** Assistant Superintendent, Accountability, Research & Grants  
**PAY GRADE:** CDR (5, 6 or 7)  
**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly  

**PRIMARY FUNCTION:** To provide leadership in the areas of accountability.

## REQUIREMENTS:

1. **Educational Level:** Master Degree required; Doctorate preferred  
2. **Certification/License Required:** Leadership Certificate preferred  
3. **Experience:** 5 years school based experience  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; organization and planning; project management, data analysis; technical (spreadsheets, data bases and data management tools, survey development, and presentation software)  

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Conducts and reports longitudinal/cohort research studies.  
3. Plans and prepares annual reports of student achievement at system and school levels.  
4. Reviews, monitors, and reports on research conducted by external agencies, individuals.  
5. Coordinates action research program.  
6. Evaluates and reports the results of high impact programs.  
7. Conducts forecasting for system-wide planning.  
8. Conducts training in data analysis and use.  
9. Monitors appropriate assessments at elementary, middle and high school levels.  
10. Conducts statistical analyses of assessment data from various testing programs.  
11. Analyzes and reports assessment results to appropriate audiences.  
12. Prepares media releases of assessment data.  
13. Evaluates Data Analysis, Accountability, Research and Grants personnel.  
14. Establishes, updates, and monitors accountability databases.  
15. Establishes benchmarks for improvement at system and school levels.  
16. Collects and verifies data for internal and external use.  
17. Serves as a resource for school improvement and strategic planning.  
18. Performs other duties as assigned by appropriate administrator.

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Signature of Employee: ____________________________ Date: ________________

Signature of Supervisor: ____________________________ Date: ________________