



EMPLOYEE NAME: \_\_\_\_\_

Created: 1/19; Approved 4/19, 5/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Accountability Programs	<b>JOB CODE:</b> 415B
<b>DIVISION:</b> Strategy and Accountability	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Accountability, Research & Grants	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Accountability, Research & Grants	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Monitors and reports accountability data; assists with various administrative duties in Accountability, Research & Grants Department.	

### REQUIREMENTS:

1.	Educational Level: Master’s Degree or equivalent required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: Minimum 5 years school-based experience; experience in middle or high school preferred
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 skills; data analysis skills; Expertise in using Microsoft Excel for data analysis and PowerPoint for creating presentations for a variety of audiences.

*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.	Plans, prepares, and disseminates accountability data reports to schools and district staff.
3.	Analyzes district achievement/perceptual data for emerging district trends.
4.	Develops, administers, and reports results of surveys.
5.	Collaborates with department staff to support district and school staff with CCRPI.
6.	Prepares and conducts training for department and school staff on division programs.
7.	Supports district staff in using data in program evaluation and planning.
8.	Assists department staff with strategic planning and accreditation.
9.	Collaborates with Title III office for federal and state reporting.
10.	Serves on district committees and task forces in support of district initiatives and priorities.
11.	Collaborates with district staff to develop reports from the student information system.
12.	Assists in monitoring assessment integrity.
13.	Assists in the development and monitoring of division budget and financial records.
14.	Supervises department staff as assigned by appropriate administrator.
15.	Manages department programs and assists with supervision of local school scheduling as assigned by appropriate administrator.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_