



Job Description

Job Title: Executive Director, Accountability

Supervisor: Assistant Superintendent,
Business and Support Services

Position Code: 1E26, AE26

Pay Grade: 52S

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for supervising all members for the Department of Equity and Accountability, for performing quality assurance functions in support of school improvement while closing the disparity gap. Serves as principal evaluator, performing specialized technical work involving data analysis, survey development, report writing and program evaluation. Prepare presentations, provides leadership and assistance to schools in planning, designing and improving the instructional program. Position is responsible for providing data support services to schools and students.

Essential Duties

1. Plans, administers, and directs program evaluations within the school division.
2. Supervises all members of the Equity and Accountability Staff.
3. Design, implement, and monitor the evaluation component of the NNPS Strategic Plan.
4. Designs, conducts, and reports results of program evaluations.
5. Collaborates with other departments on matters of assessment and evaluation.
6. Evaluates instructional programs identified for study, including pilots and grant funded programs.
7. Provides interpretation and reporting of statistical data which addresses varied audiences.
8. Directs school administrators and school improvement teams with applying relevant data to school improvement plans.
9. Interprets evaluation results for the School Board, general administrative staff, and the public.
10. Designs and conducts client specific surveys.
11. Evaluates the design, validity, and reliability of assessment instruments.
12. Interprets, complies, and reports survey results to a variety of audiences.
13. Formulates proposals for the development and revision of division policies pertaining to research and evaluation.
14. Monitors state and federal educational policies relating to research and evaluation.
15. Tracks and analyzes current trends in education; and reports its potential impact on the school division.
16. Directs the compilation and preparation of the annual online *NNPS Demographic and Student Achievement Profiles* book.
17. Collects, organizes, interprets, and reports division wide accountability data.
18. Extracts, analyzes, and reports data from relational databases to provide support for the effective use of student performance information in decision making processes.
19. Serves as Chair of the Research Authorization Committee.
20. Approves and monitors research projects conducted within the school system.

21. Provides assistance with research design and the interpretation of results of research projects conducted by division employees.
22. Initiates and maintains effective liaisons with other school divisions, and professional societies to maintain a current knowledge of educational evaluation.
23. Serves as liaison between technology and accountability staff.
24. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Assistant Superintendent, Business and Support Services or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in education or related field with emphasis on Research, Assessment and Evaluation. Doctorate preferred. Public education (PreK-12) experience required. Thorough knowledge of the principles, practices, and procedures of program evaluation; comprehensive knowledge of research methodology; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Evaluation Analysts

Supervision Received: Assistant Superintendent, Business and Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director I will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date