

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR OF ACCOUNTABILITY

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of three (3) years appropriate teaching experience.
- (4) Minimum of three (3) years appropriate administrative experience.
- (5) Experience with the Florida Department of Education in collection, editing and transmittal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Ability to plan and present information to the public. Ability to supervise and organize the responsibilities of District personnel with project- based initiatives; provide clean and concise direction. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Knowledge of systems, mainframe and micro-operations, instructional and administrative development processes. Organization and people skills are required. Ability to relate to people, energize subordinates, provide clear and concise direction.

REPORTS TO:

Superintendent, Assistant Superintendent

JOB GOAL

To guide the systematic planning and implementation of optimal educational programs and services for instructional improvement at all levels of the District. Provide Educational technology services that allow decision makers, at all levels, with data which is accurate, timely, and related to the operational and instructional improvement needs of the District, to function effectively.

PERFORMANCE RESPONSIBILITIES:

- (1) Coordinate the planning, implementation, articulation and evaluation of relevant programs as directed by the Superintendent.
- (2) Coordinate, monitor and evaluate special projects.
- (3) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- (4) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (5) Assist school personnel in initiating and implementing new programs.
- (6) Assist in school improvement initiatives.

DIRECTOR OF ACCOUNTABILITY (Continued)

- (7) Assist the Superintendent in maintaining appropriate coordination among the basic instructional program and various special programs.
- (8) Assist in the development, utilization, revision and dissemination of instructional program material.
- (9) Work with school and District personnel in obtaining information regarding the effectiveness of program implementation.
- (10) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Serve as the liaison between the State Department of Education and the instructional staff of the District in communicating and planning program requirements of the State statutes, State Board of Education rules and regulations and mandated federal programs.
- (13) Provide data to assist in decisions for curriculum and instruction development.
- (14) Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
- (15) Provide services and implement necessary programs to meet organizational needs
- (16) Provide data for collective bargaining negotiations.
- (17) Assist in the development of administrative guidelines and policies for assigned areas of responsibility.
- (18) Prepare all required reports and maintain all appropriate records.
- (19) Use effective, positive interpersonal communication skills
- (20) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 5
Lane D ACC
Salary Index 1.0390 of the Administrative Salary Schedule
DOE Job Code 77117**

Board Approved 05/28/2019