

The Director of Accountability is responsible for conducting and administering a wide variety of program evaluation with a specific focus on assessments. Analytical research activities may include, but they are not limited to the design and implementation of evaluation methodologies, performing complex analysis of student outcomes and related information; designing and implementing survey methodologies and other data collection processes; and presenting analytic findings to organizational leadership for the purpose of planning, professional training, and student learning. Responsibilities include the management of required measurement materials, providing support to site and department leaders with assessment/evaluation/survey administration, documenting and resolving issues related to improprieties, and meeting with stakeholders from various department/sites to support fidelity of evaluation protocols. The Director of Accountability reports to the Chief Information and Accountability Officer and works collaboratively with the Directors of Curriculum and Assessment, Instruction, Information Technology Special Education, and School Effectiveness, as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

The Director of Accountability reports to the Chief Information and Accountability Officer.

Competencies of the Director of Accountability

The Director shall possess deep knowledge of curriculum and PreK-8 instructional practices. Additionally, listed below are the leadership competencies required for this position:

- **Accountability-** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others-** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation-** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving-** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience-** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented-** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership-** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision-** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

Position responsibilities are tailored to align with the level of rigor the department requires to support district understanding of outcomes/program elements. References to District-wide work is inclusive of both District-and site-level support.

- Assess the fidelity and integrity of state and District-level test administration.
- Responsible for the deployment of district-wide measurement, inclusive of leadership training and accountability.
- Create and leads professional development opportunities in the areas of data literacy, strategic planning, and accountability.
- Create the establishment of district-wide systems of measurement, utilizing collection tools aligned to the work being performed.
- Collaborate with leaders across sites (i.e. departments, schools) to identify needs and review results.
- Employ frequent and open communication to ensure that expectations are aligned and supported across the District.
- Design and collaborate on the collection, organization, analysis, and measurement of improvement plan(s).
- Ensure that key resources (people, time, materials) are aligned to meet evaluation requirements.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Attend Board meetings and other special meetings upon request of the Superintendent and/or Chief Information and Accountability Officer, serve as a resource person, and assist with presentations of information and/or recommendations.
- Serve as a contributing member of the teaching and learning team and on assigned committees.
- Serve as a liaison and have active involvement with professionals at the state, local, national and regional levels.

Training and Experience

Masters/Doctoral level degree in an appropriate discipline and/or teaching experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

As assigned, additional professional licensure may be required or preferred.
AZ Fingerprint Clearance Card may be required based upon assignment.

Date Revised

10.15.19