

The Executive Director of Accountability and Performance Management is a member of the Superintendentcy, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long- and short-range strategic plans for achieving the goals of the district; and acts as a liaison with Governing Board and administration to provide advice to the governing board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board. The Executive Director will provide focused support in areas of data governance, reporting mechanisms, systems development and alignment that promote data-driven decisions; identify accountability measures aligned to district goals; interprets and remains current on all federal, state, and local mandates for data governance and accountability requirements to ensure that the District complies. The Executive Director of Accountability and Performance Management works in a supportive and collaborative role with district and school staff to evaluate program effectiveness and efficiencies corresponding to accountability measures, student enrollment, and resource allocation. They will lead continuous district and school improvement efforts in data collection and structures of reporting necessary for district, school, and student success.

Chain of Command

The Executive Director of Accountability and Performance Management reports to the Superintendent.

Competencies of the Executive Director of Accountability and Performance Management

The Executive Director shall possess deep knowledge in accountability measures and data governance. 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 communicates 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

The Executive Director shall be responsible for the following duties:

- Supervise, guide, evaluate and support the work of administrative and support staff in Accountability and Performance Management.
- Offer guidance to district and school leaders on issues, policy development and procedures including advising as to processes, legal requirements, and ultimate decisions related to systems development, accountability, and performance measures.
- Develop, connect, and/or enhance systems to inform district leaders of performance in key areas that influence efficiency and efficacy.
- Collaborate with district leaders and external partners to help drive insights and understand long-term trends.
- Define clear priorities and indicators of performance, ultimately holding district and school leaders accountable for high expectations.
- Oversee program evaluation and facilitate the reporting of findings to district and school leaders related to cost-effective and meaningful impact aligned to strategic initiatives.
- Act as liaison with governing board and legal counsel regarding issues in areas of assignment including leading committees to address issues of focus.
- Lead the development and monitoring of key metrics through consistent tracking, key performance indicators and dashboards that support holding the district accountable to results.
- Establish systems of data collection to gather key information connected to business practices and key initiatives.
- Coordinate the process to develop guidelines/protocols for data validation and issue resolution and facilitate resolution of data validation issues.
- Facilitate department and school leader understanding of performance measures and progress towards accountability goals.
- Attend Board meetings and other special meetings, or committees, assigned by the Superintendent as a contributing member.
- Collaborate with cabinet members to co-facilitate district and school leader meetings, ensuring topics are timely and aligned to strategic initiatives.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop additional regulations and other artifacts as needed.
- Provide analysis of programmatic influence, stakeholder feedback, or enrollment data for District review and action at Governing Board, Superintendent, and cabinet meetings.
- Oversee the open enrollment program and construct short-term and long-term analysis to help inform the district of current and future student enrollment to inform staffing and resource allocation.
- Oversee the development and administration of the district performance pay plans.
- Performs other duties of a similar nature and level as assigned.

Minimum Qualifications

Masters/Doctoral level degree in school administration and three years of experience in school leadership, or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. School and district level administration experience preferred.

Licensing/Certification Requirements

Valid Arizona Fingerprint Clearance Card

Revised Date

7.9.21