Job Description

Job Title: Accountability School Improvement Partner

Reports to: Assistant Superintendent for District Accountability and Program Management
Department: Office of Accountability
Number of Days: 12 Months
Compensation: EL-6
Overtime Status: Exempt
Date Job Revised: October 20, 2010

Position Summary: Provide service as Accountability Partners to elementary and secondary principals; assist schools with accreditation reports, insuring accuracy and timely completion; oversee transfer process at all school sites; oversee site procedures and processes for truancies, attendance, and suspensions; complete class size audits for all sites; provide leadership to site principals on timely and accurate reporting of all student data; provides assistance to all sites on affidavits, enrollment, special Facilities enrollment; provide assistance for all sites with the Student Information System; provide training for registrars, attendance clerks and other office personnel; assist the Director of Pupil Accounting and Accreditation in the preparation of all district, state, and federal reports.

Qualifications/Job Requirements:

Education:
- Bachelor’s degree

Specialized Knowledge, Licenses, etc:
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Experience:
- Minimum 3 years of building or district level administrative experience.

Specific Training/Skills:
- Ability to work with Microsoft Word and Excel

Physical Requirements (If Applicable):
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Other:
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Scope of Authority (If Applicable):
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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):
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Customer Contacts:
- Internal: Assistant Superintendent for District Accountability and Program Management, Schools, Executive Council, Superintendent and School Board
- External: State Department of Education, Parents, other Educational Institutions, Community and Public requests.

Duties and Responsibilities:
- Assist schools with accreditation reports.
• Assist schools with Class Size Audit reports.
• Oversee site procedures and processes for truancies, attendance, and suspensions.
• Provide leadership to site principals on timely and accurate reporting of all student data.
• Provide assistance to all sites on affidavits, enrollment & special facilities enrollment.
• Provide assistance for all sites with the Student Information System.
• Provide training for registrars, attendance clerks and other office personnel.
• Assist the Director of Pupil Accounting and Accreditation in the preparation of all district, state, and federal reports.
• Assist the Associate Superintendents as an Accountability Partner to improve service and improve school/student achievement.
• Other duties as assigned by the Assistant Superintendent for District Accountability and Program Management.