Job Title: Accountability Specialist

Department: Accountability
Reports To: Director of Pupil Accounting and Accreditation
Grade: CA-08
Number of Days: 12 Months
Security Access: ESC
Current Date: February 4, 2013
Overtime Status: Non-Exempt

Job Objectives: Monitors and assists with all Accountability Department processes to include: student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons, school personnel and students.

Minimum Qualifications:
- High school diploma or equivalent.
- College credit or degree preferred.
- Demonstrable proficiency with Microsoft Office products including Word, Excel, Access and Outlook and the Tulsa Public School Student Information System.
- Minimum of five years of recent/relevant public education experience

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists registrars in the schools to ensure accuracy of data.
- Monitor and assist with cumulative records and student transcripts.
- Supervise the daily operations of the student record process.
- Prepare and print all documents relating to student records.
- Monitor and assist school sites to ensure that all district and state regulations and guidelines are followed.
- Provide timely information and referral services to internal and external customers about student records, grade reports, attendance and transcripts.
- Assist with the development, planning and facilitation of all district registrar and attendance clerk training sessions.
- Assist with the development of the District Student Records Manual.
- Monitor and assist with the verification of the retention list.
- Assist with the enrollment, prior enrollment, EC enrollment and special facilities enrollment processes.
• Assist with the collection of all enrollment documents that generate revenue (home language surveys, transportation, enrollment forms, out-of-home placement forms).
• Assist with ensuring that all withdrawals of home schooled students are properly documented by school sites.
• Assist with monitoring the daily operations of the attendance and enrollment processes.
• Ensure that all student records files are organized, accurate, up-to-date, and in compliance with applicable school law, board policy and department regulations.
• Assist with input of all data on the WAVE.
• Create and maintain an electronic data system when necessary.
• Monitor and assist with the End of School Checkout.
• Assist with the class size audits, site and district accreditation, FQSR and ASR.
• Assist with the maintenance of the depository for active and inactive student records.
• Complete any trend data reports as assigned (ethnicity, mobility, etc.).
• Dependable, punctual attendance and completion of assigned projects and responsibilities.
• Perform other Accountability support functions as needed.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge of School Laws of Oklahoma and Tulsa Public Schools Board Policy.
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Ability to work cooperatively and collaboratively with both internal and external customers
- Effective oral and written communication skills
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations
- Ability to balance multiple projects within a data driven accountability environment
- Ability to translate Department and District goals into every day work activities
- Ability to consistently implement district accountability policies and procedures
- Ability to maintain confidential information
- Demonstrate self-discipline and initiative

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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