



Job Title: Chief Accountability Officer

Department: Deputy Superintendent

Reports To: Deputy Superintendent

Grade: XP-04

Number of Days: 12 Months

Security Access: ESC

Current Date: September 16, 2013

Overtime Status: Exempt

Job Objective:

The Chief Accountability Officer position provides leadership and strategic direction for accountability planning, implementation of performance measurement and reporting practices for the district. The Chief Accountability Officer leads the District Accountability and Program Management Department in supporting timely and reliable monitoring of district, departmental and school-based administrative and instructional programs by employing data-driven decision making management practices. This position also leads student assessment activities, and ensures district practices remain in compliance with board, state and federal policies and provides project oversight for critical projects and maintains relationships with local, national and state agencies. Analyzes assessment data for national, state and district assessment programs and prepares that data for release to the public.

Minimum Qualifications:

- **Education:**
 - Master's degree, Doctoral degree preferred.
 - Oklahoma teachers' certification
- **Experience:**
 - Five years of related experience in research, planning and/or assessment.
 - Minimum of ten years of progressively responsible administrative and supervisory experience within public education.
 - Training or experience in statistics, research and data analysis and reporting.
 - Excellent interpersonal and communication skills.
 - Ability to work cooperatively with school and district leaders.
 - Ability to analyze statistical data for trends and standard performance and to develop strategies for improvement.

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.

- Supervises the development of goals, preparation of short and long-range plans, and the implementation of programs and services for assessment, grant development and planning.
- Conducts evaluations of key Tulsa Public Schools program initiatives as a means of informing the superintendent, Board and community as to the effectiveness of CMS programming and recommendations for improvement.
- Oversees federal and state accountability requirements related to No Child Left Behind, and local accountability requirements, and administration of assessments as required by state and federal law.
- Analyzes assessment data for national, state and district assessment programs and prepares that data for release to the public.
- Coordinates program evaluation services for the school system; provides leadership in planning, developing, administering, interpreting and reporting the district's evaluation programs and procedures, broker's evaluations services between schools and external evaluators.
- Provides data analysis and reporting, designs data-collections strategies; collects and/or assembles data; designs basic information services to facilitate the analysis of data; identifies and applies appropriate statistical analysis; produces graphical, tabular and narrative summaries of data and statistical analysis; writes reports and executive summaries of findings.
- Conducts statistical analysis of academic initiatives with focus on improving student achievement; analyzes student data, coaches, principals and teachers on the use of data to make informed decisions.
- Coordinates, facilitates and manages administrative activities, programs and personnel in accordance with the TPS Mission, Vision, and Core Goals.
- Develops department's goals and objectives that support the TPS Mission, Vision, and Core Goals.
- Performs related duties as assigned.

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

- Training or experience in statistics, research and data analysis and reporting.
- Excellent interpersonal and communication skills.
- Ability to work cooperatively with school and district leaders.
- Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Ability to perform multiple job tasks.

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- The ability to Identify complex problems and review related information to develop and evaluate options and implement solutions

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

- Be able to sit for long periods of time without a break.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity