

Job Title: Assistant Director of Accountability

General Statement of Job

This position is responsible for analyzing and interpreting assessment data as it relates to individual student achievement for all schools. The position is responsible for maintaining accurate and confidential data files of student achievement and will work to support data literacy training for teachers and administrators in the use data to improve instruction. This position will also apply appropriate statistical measurements to data; review school and state data to develop comparison trends; and design and develop reports as requested.

Reports to the Director of the Charter Institute.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze and prepare reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develop and maintain historical student and school data files to monitor and track performance.
3. Interpret and review assessment data with administrators and teachers; support planning of action steps.
4. Compile data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Work with staff in schools in one-on-one and group settings to conduct training in the use of data to improve student results.
6. Ensure the validity of all data presented to staff.
7. Attend, and lead as appropriate, training sessions and site meetings related to assigned responsibilities.
8. Model nondiscriminatory practices in all activities.
9. Query, organize, and present data using lay language and in a manner that assists in the evaluation of program effectiveness as it relates to Institute initiatives and strategic plan implementation.
10. Develop and provide professional learning opportunities for administrators and others in the use and analysis of student/program data to improve student performance and programs.
11. Construct and provide models of analysis for national, state and local student performance measures.
12. Create and conduct surveys and data analysis to benchmark and improve Institute initiatives.
13. Prepares informative reports, including graphic tabular and narrative forms, and instructional materials for all stakeholders.
14. Monitors dropout, graduation, discipline, and other accountability data and submits reports to the Institute Leadership and SC Department of Public Instruction as required.
15. Keep updated on current state, federal and charter law and share them with all stakeholders.
16. Review, analyze and share information on growth models like EVAAS.
17. Willingly performs other duties as assigned or requested.

Job Specifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have experience in using academic data to impact instruction and school strategic planning. Knowledge of data processing software is invaluable. Skill in explaining testing and statistics to administrators, teachers, and parents. Ability to communicate, both in writing and

orally, technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with staff from various areas of responsibility. Knowledge of quality management, systems thinking, and strategic planning are required. Ability to learn new software and processes as they become available. Self-motivated and able to work in a quick paced environment. Ability to design and format data files and tables and to modify and update such structures as required. Ability to explain data requirements to technical staff in order to design, implement and test database systems. Ability to plan and manage multiple tasks in a timely manner. Excellent communication and interpersonal skills. The requirements listed are representative of the knowledge, skills, and/or abilities required.