GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF ACCOUNTABILITY & RESEARCH OFFICER

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of technical and administrative tasks in directing the evaluation of test results for Accountability & Research programs in the system-wide district. Employee is responsible for managing large data gathering projects, analyzing and interpreting the results, and then linking the results to curriculum, instruction and assessment. Employee coordinates the Accountability & Research Program for the school system, which includes interpreting the program legislation and collecting data and preparing reports to meet program requirements. Employee performs special projects at the request Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts statistical analysis of academic initiatives with focus on improving student achievement; analyzes student data, coach principals and teacher on the use of data to make informed decisions.

Provides professional consulting services for school system administration and staff; provides advice and technical assistance in research design, program evaluation and data analysis; provides advice on appropriate statistical analysis; provides guidance on appropriate psychometric practices and methods of displaying data; provides technical support to schools in interpreting test results; links results to curriculum, instruction and assessment; assists with using computer data disks.

Provides data analysis and reporting; designs data-collection 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.

Coordinates the ABC's of Public Education Program for the District; serves as liaison between school leadership teams, school administration, Board of Education, State Department of Public Instruction and the State Board of Education; interprets legislation, policies and guidelines governing the program; prepares required ABC reports for County and State Boards of Education.

Coordinates program evaluation services for school system; provides leadership in planning, developing, administering, interpreting and reporting the district's evaluation programs and procedures; designs surveys and other data collection instruments; brokers evaluation services between schools and external evaluators.

Prepares and conducts presentations for various groups; attends relevant public hearings; responds to administration requests for information; monitors various test administrations; collaborates with external researchers; assists personnel with using statistical and graphical software.

Supervises the maintenance of records, reports, inventories and documentation of costs in order to assist in budget preparation and to ensure the fiscal responsibility of the organization.

Conducts various projects and produces reports; serves on system-wide accountability & research committees and teams as needed.

Drafts letters and memoranda for Chief Academic Officer, and Superintendent; composes own correspondence to schools, administrators and other groups; assists with employee evaluations.

Provides technical assistance to the schools in data analysis and interpretation.

Read professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

ADDITIONAL JOB FUNCTIONS

Performs special projects as assigned by the Chief Academic Officer or Superintendent.

Represents Superintendent at meetings as requested.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Doctorate in Educational Research, Assessment, Measurement, Curriculum Evaluation or a related field, and 5 to 7 years of experience in curriculum development, assessment and implementation with significant data analysis and statistical analysis experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

CHIEF ACCOUNTABILITY & RESEARCH OFFICER

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, graphs, charts, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including psychometric, statistical and educational research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must

have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational research methodology, including research design, program evaluation and data analysis.

Thorough knowledge of program guidelines and professional standards.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of test result evaluation.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable skill in evaluating standardized test results and other data.

Considerable knowledge of the North Carolina Standard Course of Study.

Considerable knowledge of the principles of supervision, organization and administration

General knowledge of statistical and graphical software available.

Skill in designing data collection instruments such as surveys.

Skill in developing research designs, data storage strategies, program evaluation techniques and data analysis methods.

Skill in training and supporting school administration and staff.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.