

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### EXECUTIVE DIRECTOR, OFFICE OF ACCOUNTABILITY AND CHOICE

**SALARY SCHEDULE: ADMINISTRATIVE – [A] - E**

**COST CENTER: EXECUTIVE DIRECTOR, OFFICE OF ACCOUNTABILITY AND CHOICE (9016)**

**QUALIFICATIONS:**

- Master's Degree from an accredited educational institution. Doctor's Degree in measurement, statistics, evaluation, or research preferred.
- Minimum of five (5) years experience in school-based and/or central office educational leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated experience overseeing accountability, research, evaluation, Management Information Systems (MIS), systems infrastructure and operations, and computer application operations in educational settings. Experience with Florida School Choice programs and Charter School operations preferred.
- Experience in personnel supervision, budget management, project management and strategic planning. Demonstrated ability to communicate with diverse groups both orally and in writing and facilitate development of interdepartmental plans, facilitate meetings, and develop strategic plans.
- Ability to present relevant and timely information to the School Board.
- Knowledge of federal, state and district educational accountability, and performance standards.
- Ability to develop metrics, conduct statistical analyses, design and implement research and evaluation studies. Knowledge of state-of-the-art research, information technology, and proven best practices in areas of responsibility.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Ability to make decisions based on relevant information.
- Ability to organize and prioritize activities.

**REPORTS TO:**

Assistant Superintendent, Chief Academic Officer

**JOB OBJECTIVE:**

To direct the personnel, functions and operations of the Department of Research, Assessment, and Evaluation, and Information Technology. To provide leadership for the design and development of assessment and information systems, data analysis and reporting associated with federal, state, and local requirements for assessment, accountability, program evaluation, and strategic planning in order to support the district's goals to improve and maximize student achievement. To direct and provide leadership for other areas of responsibility including: Charter Schools, School Choice, Student Reassignment, and Grants.

**SUPERVISES:**

Director of Information Technology  
 Director of Research, Assessment and Evaluation  
 Supervisor of School Choice and Charter Schools  
 Supervisor of Federal/State Programs and Grants  
 Administrative Assistant

**PERFORMANCE RESPONSIBILITIES:**

- Provide leadership and oversight for the services, functions and operations for all areas of responsibility.
- Provide leadership to the Departments of Research, Assessment and Evaluation, and Information Technology, the Office of School Choice and Charters, and the Office of Federal/State Programs and Grants Administration.
- Ensure compliance with federal regulations, state statutes, and local regulations and requirements related to assessment, accountability, school improvement, information technology, school choice,

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**EXECUTIVE DIRECTOR, OFFICE OF ACCOUNTABILITY AND CHOICE (9016) (continued)**  
and Charter Schools.

- Oversee the planning, implementation, monitoring, and reporting for all federal, state, and local accountability systems.
- Direct the development and procurement of federal/state/local grant funding opportunities.
- Oversee system-wide institutional research and evaluation studies.
- Interpret for and present to the Superintendent, School Board, staff, and community, district, school, and student accountability data and program evaluation findings in order to inform decision makers and support district efforts to improve student achievement.
- Direct the implementation of the district Choice Program, including Home School, McKay Scholarship, Student Reassignment, and other choice options.
- Assist in the development of strategic-level and program-level goals and objectives and in defining the metrics, targets, and the measurable outcomes for the goals and objectives.
- Assist in the development of a district-wide Technology Plan that includes a vision of integrated use of data and ease of access and online assessment programs.
- Respond to inquiries or concerns in a timely manner.
- Keep the Assistant Superintendent informed of potential problems or unusual events.
- Disseminate latest information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or as appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Sustained focus and attention to detail for extended periods of time.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**EXECUTIVE DIRECTOR, OFFICE OF ACCOUNTABILITY AND CHOICE (9016) (continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**