

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8247
Pay Grade: E07

FLSA: Exempt
PTS

EXECUTIVE MANAGER, ACCOUNTABILITY
REPORTS TO: Director, Assessment and Accountability
SUPERVISES: Data Analyst
QUALIFICATIONS: Master's degree in Education, Educational Research, Mathematics, or Statistics with courses in statistics, educational research, design, and program evaluation and three (3) years of progressively responsible related professional experience. Experience in evaluation/research design and implementation of projects of varied focus and complexity. Demonstrated competencies and skills in technical writing. Working knowledge of statistical procedures, and of state, regional, and national research studies, trends, and results pertaining to educational accountability. Knowledge and experience utilizing Statistical Package for the Social Science (SPSS), Statistical Analyses System (SAS), and other statistical software. PREFERRED: Five (5) years relevant experience, with three (3) years of experience in Pinellas County Schools
MAJOR FUNCTION
Coordinates the development, implementation, and monitoring of state mandates accountability. Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor and execute accountability data management and reporting.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Coordinate collection, reporting, management, and corrections for state and district accountability processes including graduation rate, school grading, and federal accountability measures• Monitors high school dropout data and produce monthly report by school• Communicates with FLDOE regarding graduation and dropout data and prepares summary reports• Coordinates the preparation and distribution of periodic reports and information related to accountability services and activities to assist the district and schools in monitoring and reporting of accountability data• Organizes information, performs calculations and prepares statistical data in the form of accountability files and reports• Works with the Technology and Information Services department to provide reports and databases for monitoring and reporting of accountability data

EXECUTIVE MANAGER, ACCOUNTABILITY

ESSENTIAL RESPONSIBILITIES (Continued)

- Trains school-based staff in the procedures for the management of accountability processes, reports, websites and databases that affect school and district accountability calculations
- Provides technical assistance and support for school and district personnel in the understanding and application of state and federal accountability mandates
- Develops and maintains a calendar of state and district accountability requirements
- Operates as liaison to the Florida Department of Education and district personnel for state accountability processes
- Attends accountability meetings and training sessions conducted by the Department of Education
- Maintains records to monitor budget status and expenditures
- Prepares reports and makes presentations as needed
- Applies moderately complex to complex mathematical and statistical concepts such as frequency distribution, percentages, averages, tendencies, trends, and norms
- Performs other related duties as required

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/09 LM; BOARD APPROVED: 6/17/09; REVISED FORMAT, TITLE, SALARY SCHEDULE, MF, ER, ADA, 8/13 LM; BOARD APPROVED: 10/22/13

EXECUTIVE MANAGER, ACCOUNTABILITY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Executive Manager₂ Accountability – PTS