JOB DESCRIPTION: CHIEF ACCOUNTABILITY OFFICER

Job Code: 0159  Department: Accountability  Location: 836

Approved By: Chief Human Resources Officer, Dan Habrat

FLSA Status: Exempt  Last Revised: May 2012  Version: FINAL

Summary: The Chief Accountability Officer (CAO) position is responsible for leading student and program research, performance measurement and reporting practices for all parts of the district to support timely and reliable monitoring of district, departmental and school-based administrative and instructional programs by employing data-driven decision making management practices. This position leads student assessment activities, serves as LEA Testing Coordinator 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. In addition, the CAO leads grant and fundraising activities for the district.

Essential Duties: (These duties represent a sample and may vary by position.)

- 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 CMS program initiatives as a means of informing the superintendent, Board and community as to the effectiveness of CMS programming and recommendations for improvement.
- Serves as the LEA testing coordinator and oversees the administration of the state assessment program as directed by the North Carolina Department of Public Instruction.
- 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.
- Provides overall leadership and supervision of the District’s progress and performance measurement system that includes information from all parts of the District to (1) support the timely monitoring of district-wide and school wide administrative and instructional programs, and (2) measure and report on progress and performance to meet the information needs of various staffs throughout the District and various stakeholders throughout the community.
- Oversees federal and state accountability requirements related to No Child Left Behind and A+ legislation in the District, and local accountability requirements.
- Coordinates, facilitates and manages administrative activities, programs and personnel in accordance with the system’s Theory of Action and Mission, Vision, Core Beliefs and Commitments.
- Manages the development and oversight of planning initiatives with local and state government.
- Participates as the district representative in multi-agency efforts aimed at planning-related community involvement projects.
- Develops department’s goals and objectives that support the CMS Theory of Action and Mission, Vision, Core Beliefs and Commitments.
- Provides leadership and oversight in the development and maintenance of the annual budgets.
- Performs related duties as assigned.

### Education and Experience:

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<th>Minimum</th>
<th>Desirable</th>
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<tr>
<td>Masters Degree with specialization related to assessment, evaluation and research or related fields</td>
<td>Doctorate in Educational Research, Assessment, Measurement, Curriculum Evaluation or a related field</td>
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<tr>
<td>Five or more years of successful administrative experience leading, supervising and managing comprehensive assessment and evaluation systems</td>
<td>Seven or more years of successful administrative experience leading, supervising and managing comprehensive assessment and evaluation systems</td>
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### Licensing / Certification Requirements:
None Required

### Knowledge / Skills / Abilities:
- Knowledge of modern and complex practices associated to accountability.
- Knowledge of curriculum and instructional programs, policies, procedures, practices and system-wide goals related to Strategic Plan 2014.
- Knowledge of rules and regulations regarding the administration of standardized tests in NC Public Schools.
- Knowledge of the types of tests required of public school students by the NC Department of Public Instruction (NCDPI).
- Experience in NCDPI testing programs, data request procedures and policies, and grant procedures.
- Ability to use SAS or SQL and Excel to manipulate and analyze data for purposes of quality control checks, training, new employees, serving as a resource to internal and external employees, and spearheading all data integrity initiatives.
• Knowledge of state testing requirements.
• Knowledge of district organization, operations, policies and objectives.
• Possesses knowledge of and demonstrates respect for all employees, executive staff, BOE members and community leaders using tact, patience and courtesy.
• Knowledge of the development of key processes for the purpose of increasing operational efficiencies and assuring high-level customer service.
• Extensive knowledge in the delivery of training including use of technology and best practices related to the development and delivery of training.
• Knowledge of principles and practices of administration, supervision and training.
• Knowledge of and successful experience in sound fiscal practices, including budget preparation and control and management of district resources.
• Knowledge of public speaking techniques.
• Acknowledges and respects diverse perspective.
• Ability to inspire trust.
• Possesses high levels of self-confidence and optimism.
• Models high standards of integrity and ethical behavior.
• Models and supports self-discipline and responsibility.
• Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved accountability services and activities.
• Possesses leadership skills required to respond to the challenges presented by an ethnically and culturally diverse community.
• Ability to take the risks necessary to implement the CMS vision and achieve the system's goals.
• Demonstrates effective communications skills, including speaking, listening and writing.
• Ability to use collaborative skills to lead diverse groups within the school community to realize the CMS vision and accomplish goals.
• Possesses high level of cognitive skills, analysis and decisiveness, organization and high internal work standards.
• Ability to delegate authority and responsibility and hold subordinates accountable.
• Ability to establish and accomplish goals.
• Ability to develop, analyze and recommend policies, strategic plans and practices affecting school district personnel and services.
• Ability to establish and maintain cooperative and effective working relationships with others.
• Ability to empower personnel to optimize effective operations.
• Ability to develop and direct an effective Accountability team, with a commitment to professional growth and development.
• Ability to analyze situations accurately and adopt an effective course of action.
• Ability to recognize, honor and celebrate successes.
• Ability to meet schedules and timelines.
• Responds effectively and promptly to issues, and communicates resolutions in a timely manner.
• Ability to work confidentially and with discretion.
Physical requirements:
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities frequently involving driving automotive equipment.

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