

Job Title: Director of Data and Accountability
Work Year: 261 Days
Department: Equity in Learning
Reports To: Executive Director, Equity in Learning
Salary Range: APT 9

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[Aurora Public Schools Compensation and Benefits](#)

Summary:

The Director of Data and Accountability is responsible for spearheading district-wide assessment, data reporting, accountability, and research initiatives to drive data-informed decision-making and school improvement efforts. This position integrates oversight of assessment administration, educational research, and program evaluation while ensuring compliance with state and federal regulations, accreditation standards, and accountability reporting requirements.

Essential Duties and Responsibilities

Daily	10%	Oversee the comprehensive data management process for state and federal reporting, encompassing implementation, collection, and maintenance of data, to ensure compliance with federal and state statutes relating to per-pupil funding, accreditation, evaluation, and accountability requirements, while directing and supervising staff to maintain data integrity and meet all reporting deadlines.
Daily	10%	Lead the development and dissemination of comprehensive reports including accountability, student enrollment, Office of Civil Rights (OCR), program evaluations, survey results, graduation and dropout rates, and student assessments, ensuring timely publication to both internal district stakeholders and external audiences, while overseeing the administration and reporting of staff, parent, and student surveys to maintain data accuracy and relevance.
Daily	10%	Lead department staff responsible for state and local assessment administration, state reporting, data collection, and internal research projects.
Weekly	10%	Foster cross-functional collaboration with district and school leaders to facilitate effective assessment administration, conduct comprehensive data analysis, and provide strategic support for

		instructional planning, ensuring alignment with district-wide educational objectives and improvement initiatives.
Weekly	10%	Lead the creation and implementation of dashboards and reports for district and school leadership, while effectively communicating data-driven insights to diverse audiences through public meetings, presentations, collaborative efforts with District staff, and School Board sessions, maintaining transparency and upholding a high standard of district accountability to all stakeholders.
Weekly	5%	Serve as the primary liaison with state and federal agencies, representing the district's interests and ensuring seamless communication on all matters related to assessment and accountability, including accreditation processes, data collection methodologies, data integrity assurance, and comprehensive data reporting requirements.
Weekly	10%	Facilitate and participate in cross-functional team meetings to strategically align data utilization with the district's equity initiatives, Multi-Tiered System of Supports (MTSS) framework, and ongoing improvement efforts, ensuring that data-driven decision-making supports inclusive and effective educational practices across all levels of the organization.
Monthly	10%	Collaborate with district and school leadership to oversee the development, refinement, and timely submission of Unified Improvement Plans (UIPs), while coordinating comprehensive evaluations of federal, state, and local programs, and addressing additional initiatives and reporting requirements to support continuous improvement and compliance across the educational system.
Monthly	10%	Design and manage internal/external research projects aligned with district priorities, overseeing a transparent process for research requests within Aurora Public Schools (APS) while coordinating evaluation efforts for special programs, state and federal regulatory compliance, and schools and District administrators as requested.
Monthly	5%	Develop and manage the department's annual budget, encompassing allocations for assessment administration, data systems, and research projects, while overseeing general fund resources, coordinating grant-funded activities, and collaborating with the Division of Technology to ensure expenditures align with district priorities, compliance requirements, and strategic improvement goals.

Weekly	5%	Design and deliver professional learning programs and technical support to enhance data literacy and promote effective data use practices across the district, empowering staff at all levels to leverage data for informed decision-making and improved educational outcomes.
Weekly	5%	Perform other duties as assigned.

EDUCATION AND TRAINING:

EXPERIENCE:

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

CERTIFICATES, LICENSES, & REGISTRATIONS:

SUPERVISION/ TECHNICAL RESPONSIBILITY:

BUDGETARY

Master's degree in education, educational research, data analysis, or a related field required. Ph.D. preferred.

Five years of experience in K-12 education, with experience in assessment, data analytics, accountability, or school improvement. Strong interpersonal and leadership skills with a background in educational data analysis and school improvement methodologies. Ability to translate complex data into actionable insights for educators and administrators, and work effectively with cross-functional teams and diverse stakeholders to support the district's commitment to data-driven decision-making and continuous improvement in educational outcomes. Proficiency in using assessment management platforms, student information systems, and research processes. Operating knowledge of and experience with statistical programs such as Statistical Package for the Social Sciences (SPSS), Statistical Analysis System (SAS), data reporting systems (Qualtrics, Tableau, Power BI, Infinite Campus), and project management applications. Deep knowledge of federal and state accountability policies, assessment practices, and data privacy regulations (e.g., Family Educational Rights and Privacy Act (FERPA), Every Student Succeeds Act (ESSA), and Colorado Department of Education (CDE) reporting requirements). Experience with data visualization tools (e.g., Tableau, Power BI) and statistical analysis methods.

Colorado School Administrator License is preferred. Valid Colorado driver's license required.

Directly supervises Assistant Director of Assessment, Data Analysts, Data Submissions Coordinator, Data Submissions Technician, Assessment Specialist, and GED Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.

The Director of Data and Accountability is responsible for developing

RESPONSIBILITY

and managing the department's annual budget, including allocations for assessment administration, data systems, and research projects. This includes overseeing general fund resources, coordinating grant-funded activities (if applicable), and ensuring that expenditures align with district priorities, compliance requirements, and strategic improvement goals. The director also collaborates with the Division of Technology to ensure funding supports data infrastructure and assessment platforms.

**PHYSICAL
DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, talk, walk, hear, use hands to fingers, handle, and feel. The employee is frequently required to sit, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK
ENVIRONMENT:**

The noise level in the work environment is quiet. When working in the computer room, the noise level is moderate.

**MENTAL
FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.