Executive Director Assessment, Accountability & Compliance
4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States
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Job Description

Location: Hattie Mae White
Department: Assessment, Accountability & Compliance
Area: Northwest
Contract Months: 12
Salary Range: $170,000.00 – $195,000.00
Academic Year: 24-25

JOB SUMMARY
The Executive Director Assessment, Accountability & Compliance directs the processes for internal and external reporting, ensuring academic compliance, overseeing grants compliance, and managing federal and state reporting processes. Has expertise in education policies, regulations, and reporting procedures to ensure the school system remains in full compliance and efficiently meets all reporting obligations. The Executive Director Assessment, Accountability & Compliance oversees the state and federal accountability system processes.

MAJOR DUTIES & RESPONSIBILITIES
1. Supervises and sets the vision for the Assessment, Accountability & Compliance department.
2. Compliance Oversight: Develop, implement, and monitor systems and procedures to ensure compliance with all standards, regulations, and policies set forth by federal, state, and local education authorities.
3. Reporting Management: Oversee the timely and accurate completion of all reporting requirements, including federal and state reporting, internal reporting, and evaluation reports.
4. Assessment Management: Oversee the timely and accurate completion of all state, national, and local assessments, and implementation of the district’s assessment strategy.
MAJOR DUTIES & RESPONSIBILITIES CONTINUED

5. Policy Analysis and Implementation: Stay updated with federal, state, and local education policies, legislation, and regulations. Analyze and interpret policy changes, and work collaboratively with relevant stakeholders to implement necessary adjustments.

6. Data Collection and Analysis: Oversee the collection, management, and analysis of data related to compliance and reporting. Ensure data accuracy, integrity, and security, and use data to inform decision-making and drive continuous improvement.

7. Staff Training and Development: Provide training and professional development opportunities to staff members regarding compliance procedures, reporting requirements, and grant regulations. Foster a culture of compliance and accountability within the organization.

8. Internal Audits and Reviews: Conduct regular internal audits to assess compliance with academic standards, reporting obligations, and grant requirements. Identify areas for improvement and develop action plans to address deficiencies.

9. Collaboration and Cross-Functional Support: Work closely with various departments and teams, including finance, human resources, curriculum, and instructional leaders, to ensure compliance and reporting considerations are integrated into all relevant processes and initiatives.

10. Performs other job-related duties as assigned.

EDUCATION

Bachelor’s degree in a relevant field such as public administration, business management, or a related discipline.

A Master's degree is preferred.

WORK EXPERIENCE

8+ years’ experience with public school summative/formative/interim assessment programs, federal and state accountability, TSDS, program evaluation, and data science.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Microsoft Office

Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES

Management: Manages a department, often through subordinate management. Regularly manages staff in the completion of large-scale projects or a very closely related set of projects/initiatives often spanning multiple disciplines. Receives strategies and broad departmental objectives from senior leadership; establishes operational objectives and work plans;

deleagtes assignments to subordinate management and staff. Allocates resources according to priorities and serves as the primary decision maker regarding hiring, performance and budget.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes.
Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY
Participates in a group plan and/or budget development.

PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS
Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS
Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines.

WORKING/ENVIRONMENTAL CONDITIONS
- Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.