

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

ADMINISTRATIVE AND ACCOUNTABILITY OFFICER

POSITION: Administrative and Accountability Officer

REPORTS TO: Deputy Superintendent of Schools

LOCATION: Office of the Deputy Superintendent

NATURE OF WORK:

The Accountability Officer reports directly to the Deputy Superintendent of Schools and ensures a quality education for every student by coaching, supporting, and evaluating principals. The Accountability Officer builds the capacity of instructional leaders through coaching and providing individualized feedback to school-based leaders. School improvement processes/plans are monitored, along with the Chief Strategic Officer, to ensure performance goals are aligned to system goals and address student and adult learning needs. The Accountability Officer works in conjunction with the Assessment and Accountability Officer to present school performance data school-based leadership and for public consumption. Finally, the Accountability Officer responds to concerns brought to the Board of Education and Superintendent of Schools and works with school administrators for lowest level resolution.

ESSENTIAL FUNCTIONS:

- Understands the Leadership Performance Assessment System (LPAS) used by St. Mary's County Public Schools (SMCPS);
- Demonstrates system-wide leadership experience and commitment to developing effective school-based leaders;
- Commits to educational excellence and continuous improvement demonstrated in the selection, training, and evaluation of school-based leaders;
- Possesses thorough knowledge of state and federal public school laws and administrative policies and regulations of SMCPS, negotiated agreements, curriculum, and school operations;
- Possesses the ability to motivate, support, coach, supervise, and evaluate school system employees;
- Builds the capacity of school-based leaders for the purpose of school improvement with a focus on closing the gap for African American, FARMS, and Special Education students with respect to achievement data and discipline data;
- Demonstrates the ability to communicate productively with students, teachers, staff, central office personnel, parents, and community groups;
- Demonstrates an exceptional ability to analyze data to support school-based leadership in using data to make school-based decisions;
- Exhibits exceptional organizational and management skills; and
- Demonstrates excellent oral and written communication skills.

DUTIES AND RESPONSIBILITIES:

- Assist the Deputy Superintendent with system-wide leadership and support;
- Builds strong relationships with principals that result in trust, candid communication, innovative thinking, and continuous improvement of leadership practice;
- Initiates appropriate professional development to support principals to increase their instructional leadership capacity, improving teacher effectiveness, and increasing student

- achievement;
- Utilizes LPAS to work collaboratively with principals to identify leadership strengths and specific areas of need to populate the annual evaluation;
 - Represent the Division of Instruction (DOI) on system and community initiatives through committee leadership and/or participation;
 - Coordinate the analysis of site based and system attendance and discipline data disaggregated by content and grade level in conjunction with the Assessment and Accountability Officer;
 - Design and implement differentiated staff development activities for school-based leaders that support school improvement with a focus on closing the gap for African American, FARMS, and Special Education students;
 - Assist in the development and implementation of School Improvement Plans in all schools in collaboration with the Chief Strategic Officer;
 - Collect, analyze, and present data related to school improvement in coordination with the Deputy Superintendent and the Assessment and Accountability Officer;
 - Demonstrate excellent oral and written communication;
 - Assist site based teams with the use of technology;
 - Respond to parent and community concerns brought to the BOE and coordinate resolution with school based staff;
 - Seeks to continuously improve their own leadership practice by engaging in professional learning and keeping abreast of changes in national, state, and local policies and trends;
 - Serves on the Division of Instruction team and advises the Deputy Superintendent on school-based issues;
 - Supports the principal and assistant principal selection process;
 - Develop comprehensive disaggregated monthly reports, developed collaboratively with the Deputy Superintendent and the Assessment and Accountability Officer, by school, with regard to Attendance, Discipline, and Achievement;
 - Participate in monthly meetings held with principals to review data, hot topics, and school needs;
 - Perform timely, documented response to all concerns brought to the BOE or the Superintendent's office;
 - Maintains artifacts regarding principals' annual performance entered online in LPAS; and
 - Perform other duties as assigned.

QUALIFICATIONS:

- Possession of a Master's degree;
- Hold an Advanced Professional Certificate;
- Hold current Administrator I endorsement; Administrator II preferred;
- Have a minimum of five years of successful, demonstrated leadership experience, preferably school-based; which could include experiences in:
 - Observing and evaluating staff;
 - Participating in organizational and operating procedures including the long-term program planning or goal oriented improvement planning;
- Possess excellent public relations, interpersonal, organizational, leadership and supervisory skills; and
- Demonstrate excellent verbal and written communication skills.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA