

MANAGER - INFORMATION AND ACCOUNTABILITY

Purpose Statement

The job of Manager - Information and Accountability was established for the purpose/s of facilitating the development and implementation of the acquisition, reporting, interpretation, and utilization of relevant data to increase student achievement and efficiency of organization systems.

This job reports to Chief Continuous Improvement Officer

Essential Functions

- Collaborates with internal and external stakeholders (e.g. Board of Trustees; Cabinet; Building Administrators and other district personnel; outside consultants, etc.) for the purpose of providing and receiving information and making recommendations to meet financial, legal, and district requirements.
- Designs accountability system for the purpose of implementing consistent measurement systems in alignment with district and school strategic plans and complying with federal and state requirements.
- Designs system from recommendations of data system consultants (e.g. Wayman Study) for the purpose of implementing viable recommendations to improve NCSD data system.
- Develops and maintains (e.g. data warehouse system) for the purpose of providing a central and accessible location for NCSD data to allow district use of information in decision making.
- Manages the development and coordination of the district data dashboard (e.g. including concise and comprehensive summary of district performance data; etc.) for the purpose of providing clear understanding of the priorities of the Board of Trustees and Cabinet.
- Monitors department budget in areas of responsibility for the purpose of overseeing budget activity in compliance with district requirements.
- Prepares and compiles reports for Superintendent and Cabinet for the purpose of providing information for district decision-making.
- Provides technical assistance to administrators for the purpose of facilitating a deeper understanding of data and improving organizational decision-making.
- Supervises personnel (e.g. hiring/termination recommendations, planning, scheduling, coordinating activities/assigning work, training, evaluating, advising/consulting, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner in completion of tasks.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment, including the use of pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; continuous improvement strategies; and management strategies.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Certification in Quality Systems Improvement is desired

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/5/2011

Salary Grade

Exempt 88X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____