



NEW: Submitted:  
07/01/2024 03/26/2024

JOB TITLE:	ASSISTANT DIRECTOR ACCOUNTABILITY AND RESEARCH
DIVISION	ACCOUNTABILITY, RESEARCH AND SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	
JOB CLASS CODE:	0
BARGAINING UNIT:	

#### SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of accountability, research and data systems; assesses system-wide needs in area of accreditation; supports monitoring reviews associated with district key metrics; provides in-service as assigned; and develops reports on the effectiveness of assigned district initiatives and strategies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, designs, and modifies systems and reports to meet special data or accountability requirements in tracking district accreditation and districtwide strategies and initiatives

Prepares and/or assists in preparation or reports, records and other documentation as required as part of monitoring reviews associated with district key metrics

Maintains relevant local and national trend data on key metrics related to accreditation standards and board goals and guardrails

Makes recommendations regarding implementation of projects, program or activity and evaluates effectiveness as assigned

Assures compliance with local, state and federal regulations and procedures related area of assignment

Serves as liaison with other units, departments or outside agencies as required

Research past and current practices in all areas assigned and integrates research in all areas of responsibility

Prepares, delivers, or assists with training opportunities as appropriate

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's Degree or higher
Successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky certification in supervision and/or administration
Three (3) years of successful experience in administration
Experience in a diverse workplace