

TITLE: DIRECTOR OF DATA AND ACCOUNTABILITY

QUALIFICATIONS:

1. Minimum of a Master's degree in Education
2. Minimum of three years' teaching experience
3. Experience in software applications, databases and operating systems

JOB GOAL: To design, secure, implement and maintain supported database management systems while identifying, addressing and supporting user needs to ensure maximum performance in data operations and other technologies as well as create reporting mechanisms and presentations on dynamic assessment and academic data.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the use of Systems Technology, Incorporated (STI), Infosnap and *InformationNOW (INOW)*, the centralized integrated data management system that enables users to access and analyze classroom, school and district data, through:
 - a. Training and communicating information about the system with appropriate personnel,
 - b. Serving as a resource contact for personnel using the system, and
 - c. Troubleshooting as necessary when challenges arise;
2. Manage the parent communication system (SchoolCast);
3. Generate local, state, regional and federal reports, including:
 - a. Student schedules, disciplinary reports, etc. as needed by school personnel, and
 - b. Student attendance, disciplinary reports, etc. as required by the State Department of Education (ALSDE), AdvancED and/or the Federal Government;
4. Manage data and assist administrators in data management/usage for accountability purposes (e.g., standardized test results);
5. Maintain active relationships with administrators and teachers;
6. Follow all applicable local, state and federal procedures, regulations, policies and laws;
7. Serve as a member of such committees and attend such meetings as directed by the Superintendent;
8. Assimilate academic achievement data into presentations to support other departments within the district;
9. Serve as the liaison for the Florence City Schools website in identifying, developing and assimilating data charts, graphs, curriculum maps, etc., that support all facets of communicating to the public electronically;

10. Maintain a current curriculum manual to show graduation requirements, approved courses, credits allowed and any other pertinent information useful to students and staff;
11. Maintain the Florence City Schools Facebook, Twitter and other social media pages;
12. Coordinate the guidance/counseling in grades K-12;
13. Serve as accountability coordinator and state testing coordinator for the district; and
14. Perform all other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved: March 10, 2015