

## JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR, PLANNING & ACCOUNTABILITY

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's Degree; three to five years related experience and/or training.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school boards.
Mathematical Skills	Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
Certificate/License	N/A
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment                      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO                              Chief Instructional Officer

#### GENERAL RESPONSIBILITIES

1. Coordinates strategic planning for the district.
2. Supervises utilization of data, including the management of the Accountability Data Warehouse, for organizational decision-making and instructional diagnosis.
3. Supervises the evaluation of instructional and operational programs.
4. Oversees the school improvement planning process and school advisory councils.
5. Coordinates district-wide professional development programs for leadership, instructional and support staff.
6. Facilitates the establishment of school-based staff development programs.
7. Develops and monitors the district accountability system.
8. Oversees the Florida DOE's Differentiated Accountability program.
9. Supervises state-mandated and district-wide testing and assessment programs.
10. Oversees District and school accreditations.

#### SPECIFIC RESPONSIBILITIES

1. Assists the Superintendent and the Board in reviewing and updating the district's mission, vision, shared beliefs and priorities.
2. Supervises the monitoring and evaluation of operational and instructional programs using the Board-adopted Program Evaluation Standards.
3. Facilitates the Board self-evaluation process.
4. Assists the Superintendent in developing his/her annual performance goals.
5. Supervises the use of district data for management decision-making and instructional diagnosis.

6. Oversees the development and use of the Accountability Data Warehouse.
7. Coordinates efforts to support the Chief Instructional Officer in the areas of school improvement, staff development, program evaluation, testing and assessment programs, differentiated accountability, instructional support and research.
8. Provides support to operational and instructional departments and schools in evaluating major educational initiatives and programs.
9. Designs and implements an accountability system in conjunction with the Chief Instructional Officer.
10. Coordinates the school improvement process to ensure compliance with State Statutes, State Board Rules, School Board policies, and administrative procedures and alignment with district initiatives.
11. Prepares School Board reports for the Chief Instructional Officer and the Superintendent in areas of testing and assessment, staff development, school improvement, program evaluation, accountability and planning.
12. Assists in preparing School Board reports relating to test and assessment results, school improvement, and program evaluations.
13. Coordinates the School Improvement Days (Early Release Days) activities.
14. Provides support and assistance to School Advisory Councils.
15. Assists in processing School Advisory Council (SAC) waivers.
16. Designs and implements a comprehensive staff development program.
17. Utilizes distance learning programs and online resources to support staff development and school improvement.
18. Assists schools in setting-up school-based staff development programs.
19. Supervises the operation of the Collier County Handy Electronic Registrar Online (HERO) System software for district-wide professional development offerings and course registration.
20. Supervises the coordination of state-mandated and district-wide testing and assessment programs.
21. Assists curriculum and program coordinators and supervisors in analyzing curricular implications of test and assessment results.
22. Assists the Chief Instructional Officer and the Superintendent in disseminating test and assessment results to the media and the public.

23. Coordinates the development, implementation and reporting of the District Strategic Plan.
24. Recommends, supervises, and evaluates department personnel.
25. Performs other duties assigned by the Chief Instructional Officer and the Superintendent.