

**Hernando County School Board  
Florida**

FLSA: Exempt, Non- Union

<b>DIRECTOR OF RESEARCH AND ACCOUNTABILITY</b>
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**Required Qualifications:**

- Master's Degree in Educational Leadership or an education-related field
- Minimum of 5 years of experience in curriculum and assessment, data analysis, and school improvement
- Advanced level technology skills including word processing, spreadsheets, and presentation software

**Desired Qualifications:**

- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability
- Experience in leading others in a collaborative process that resulted in improved outcomes

**Performance Responsibilities:**

- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel, private school administrators, community members, and vendors
- Serve as a liaison between the Florida Department of Education and the Hernando County School District for assessment and accountability
- Communicate with school personnel, district personnel, community, parents, and media concerning all aspects of assessment and accountability to improve student learning and outcomes
- Oversee completion of all state required reports for Assessment and Accountability Department
- Provide direction for district assessment budget
- Collaborate with Technology and Information Services to determine requirements for computer-based assessments
- Stay abreast of and interpret the on-going federal and state mandates for all assigned areas of responsibility
- Represent the district at all state and regional meetings relevant to job responsibilities
- Stay current on latest educational research and collaborate on district initiatives based on evidence-based practices
- Conduct educationally relevant research, analyze results, and provide recommendations for implementation
- Innovative to improve the collection, quality, and utilization of data

- Collaborate with district and school-level leaders to identify and target professional learning based on analysis of student data
- Provide technical assistance on needs assessment and data analysis for district and school administrators including academic data, building a positive school culture and climate, and transformational leadership
- Serve as the district's school improvement contact and facilitate the school improvement plan process to include professional development of best practices for the continuous improvement model
- Serve on committees and task forces to guide closing the Achievement Gap
- Understand and provide technical assistance on the Federal Accountability Systems, including the Federal Percent of Points Index
- Provide leadership and guidance for Teachers on Special Assignment with the purpose of closing the Achievement Gap
- Provide leadership and guidance for Assessment Teachers with the purpose of using data to drive school improvement
- Supervise and evaluate all personnel that report directly to this position
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Teaching and Learning and/or designee

**Evaluation:**

Annual evaluation done by the Assistant Superintendent of Teaching and Learning and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule –Administrative

**Job Code:**

Director of Research and Accountability