

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Executive Officer, District and School Accountability and Improvement	<b>REPORTS TO:</b>	Superintendent
<b>DEPARTMENT:</b>	Superintendent's Office	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-30/Management Salary Schedule

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**BASIC FUNCTION:**

Develop, implement and sustain a system for District wide and school level accountability that focuses on the premise that the District is accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; create, communicate, manage and monitor a comprehensive system to gather information about district processes and performance to facilitate strategic planning with all district leaders to enable them to make effective evidence based decisions to improve learning and teaching in classrooms to eliminate the achievement gap; collaborate with all members of Executive Cabinet to collect, store, and report on multiple operational and performance measures.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Develop, communicate, manage and monitor district scorecard, including an automated data collection and reporting system. *E*

Develop and disseminate information and assignments regarding accountability systems; provide a consistent measurement tool and common language for reviewing and analyzing information; audit performance related to use of measurement tools and other accountability items. *E*

Facilitate policy-making sessions with the Board, Superintendent, members of Executive Cabinet, and others around issue related to accountability. *E*

Prepare, or direct the preparation of, a variety of narrative and statistical reports, records and files, prepare Board agenda items and packets, and prepare a variety of correspondence and other documents as required related to the District's accountability measures, scorecards and other policies. *E*

Direct and assist leadership in the development of specific plans to meet identified District targets; assist in determining needed support for the plans. *E*

Collaborate with all departments to collect, store, and report on multiple operational and performance measures. *E*

Support school and district leaders to better interpret, analyze, and use data to improve their decision making processes. *E*

Work collaboratively with the FUSD Communications Department to present the scorecard to all district and community stakeholders. *E*

Make recommendations to the Superintendent and district leaders regarding potential organizational improvement opportunities based on performance and achievement data. *E*

Work collaboratively with school improvement teams and the Director of School Improvement to support and report performance and achievement data to enable staff to be effective problem solvers. *E*

Collaborate with other districts about best practices regarding information and performance management. *E*

Collaborate with district leaders in assessing district or grant funded intervention outcomes. *E*

Remain abreast of developments and innovations in the field of education and accountability systems. *E*

Collaborate with Superintendent, Associate/Assistant Superintendents, instructional leaders and others to define quality standards in terms of satisfaction, results, achievement, and other identified areas and make service offerings consistent with other services. *E*

Be accountable and hold administrators and staff accountable in support of increasing student achievement; value risk taking and innovation in support of performance improvements throughout the District. *E*

Develop customer service surveys in collaboration with the Research, Evaluation and Assessment Department; present findings from those surveys to district and community stakeholders. *E*

Supervise and evaluate the performance of assigned staff on a regular basis; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Serve as a member of the Superintendent's Executive Cabinet. *E*

Develop and manage budget. *E*

Perform related duties as assigned by the Superintendent or designee.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: advanced degree or the equivalent in coursework or emphasis in research, evaluation, measurement, and statistics and five years increasingly responsible management experience including experience in educational leadership and research.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective strategies, theories, techniques, and methods of professional development.

Planning, organization and direction of the accountability systems.

Learning styles and multiple intelligence research.

Educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Local, state, and federal legislation regarding educational accountability.

Research methods and report writing techniques.

Principles and practices of management.

Applicable codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Labor Relations law and employee contracts.

Operation of a computer to enter data, maintain records and generate reports

District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.
- Deliver high quality and high-efficacy services.
- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Effectively assess, manage, and develop resources.
- Effectively interpret educational and financial data.
- Work with other managers to ensure their services are consistent and aligned.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Ability to translate theory into action.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Assemble confidential and sensitive information including comprehensive narrative and statistical reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Use statistical software for measurement, testing, and evaluation.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*