

JOB DESCRIPTION

TRENTON
BOARD OF EDUCATION
SPECIAL ASSISTANT
Special Assistant for Performance and Accountability

JOB TITLE: SPECIAL ASSISTANT FOR PERFORMANCE AND ACCOUNTABILITY

REPORTS TO: Superintendent

SUPERVISES: Coordinator of Student Enrollment and Reporting, Coordinator of Network Administration, and other staff as designated

NATURE AND SCOPE OF JOB:

Responsible for providing leadership and strategic direction for accountability planning, implementation of performance measurement and reporting practices for the District. The Special Assistant for Performance and Accountability ensures the district builds and maintains high quality data management and assessment systems that support effective instructional practices and lead to high student achievement in all of Trenton's schools. The Special Assistant for Performance and Accountability provides leadership in the management, coordination and implementation of a system-wide cross-functional accountability system and articulates the District's strategic initiatives and alignment of programs to various local and state officials and provide relevant data to the Superintendent and Leadership Team to inform decision-making.

QUALIFICATIONS:

The Special Assistant for Performance and Accountability shall:

1. Hold a Master's Degree from an accredited college or university with specialization related to assessment, research and evaluation or related fields.
2. Have a minimum of ten years' experience working with schools that serve low-income students.
3. Have at least five years' senior leadership and management experience, including leading large teams toward achieving ambitious goals and strong outcomes.
4. Demonstrate knowledge of modern and complex practices associated with accountability.
5. Demonstrate experience with multi-year strategic planning and budgeting.
6. Demonstrate experience leading complex change management efforts.
7. Demonstrate working knowledge of, or a deep understanding of successful school choice models and the potential impact on district initiatives.
8. Have a track record of executing data-driven campaigns that led to strong qualitative and quantitative outcomes.
9. Have a track record of creating metric-driven strategic partnerships that achieved or exceeded ambitious goals.
10. Demonstrate excellent organization skills.
11. Demonstrate the ability to motivate people.
12. Have excellent integrity and demonstrate good moral character and initiative.
13. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.

14. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
15. Hold and maintain a valid driver's license with no serious violations.
16. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
17. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
18. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
19. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Special Assistant for Performance and Accountability shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Special Assistant for Performance and Accountability shall:

1. Set and manage ambitious accountability goals in alignment with the Superintendent's strategy.
2. Assess innovative ideas or models that will have a positive impact on student achievement.
3. Design an accountability system to monitor improvements in student outcomes across schools and hold all schools accountable to providing students with an excellent education.
4. Identify new strategies and solutions to reform Trenton's schools and improve student achievement in alignment with state law and collective bargaining agreements.
5. Develop clear and informative school quality reporting metrics, sharing reports regularly with key stakeholders and facilitates data-driven conversations with key leaders about how to improve school performance.
6. Oversee District and school accountability processes including development of short and long-term performance metrics and tools, as well as the development and delivery of reports on school and system performance. Work with staff at all levels to understand and use performance data.
7. Recommend, develop and validate student assessment procedures.
8. Develop and implement data processing and technology plan to ensure efficient systems for storage, retrieval and analysis of District and State testing information.
9. Direct activities related to District, State and Federal planning and accountability requirements for student achievement
10. Serve as a resource and liaison for the District Leadership Team, school and District staff, District advisory committees, parents and community groups and State/Federal agencies on issues related to District, State and Federal assessments, planning and accountability.
11. Manage data systems and codifies efficient and high-quality processes to ensure alignment with the District's approach to accountability and testing.
12. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
13. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

Administratively Approved – August 7, 2018

Board Approved – August 27, 2018

SPECIAL ASSISTANT

14. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and contractual obligations.
15. Continue to grow professionally through collaboration with colleagues and professional growth experiences.

EVALUATION

The Special Assistant for Performance and Accountability shall be evaluated by the Superintendent in accordance with Board of Education Policy.