



**ACCOUNTABILITY SPECIALIST
COURT AND COMMUNITY PROGRAMS**

Certificated Job Description

SALARY SCHEDULE #23

IMMEDIATE SUPERVISOR:

Director

ESSENTIAL FUNCTIONS:

1. Oversee Title I budgets; work with business office to assure requirements are met both programmatically, fiscally, and meet accountability standards.
2. Supervise School Elementary and Secondary Educational Act (ESEA) – Supplemental Educational Services (SES).
3. Oversee planning, development, fiscal coordination, evaluation, and accountability measures of the Single Plan for Student Achievement (SPSA).
4. Coordinate LEA level Federal Program Monitoring (FPM) reviews.
5. Train and oversee School Site Council implementation.
6. Review School Site Council Agendas and Minutes.
7. Prepare annual Title I Comparability Report.
8. Establish and maintain systems to collect and analyze student outcome data for all accountability and accreditation efforts.
9. Coordinate daily activities of Title I funded staff with school site administrators.
10. Supervise and oversee Title I/SCE Federal Program Monitoring requirements.
11. Coordinate Title I Parent Involvement and stakeholder engagement activities.
12. Align all accountability and accreditation efforts with the LEA Plan and SPSAs.
13. Update Annual Program Improvement Parent Notification for all schools.
14. Supervise and evaluate the performance of all assigned personnel in accordance with the program's policies and adopted uniform guidelines for evaluation and assessment, recommend appropriate action in cases of substandard performances, and identify and encourage individual staff with leadership potential.
15. In-service training of teachers, principals, and other staff members.

16. Coordinate the evaluation and selection of instructional materials.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, practices and legal guidelines in Accountability, Compliance, and Curriculum & Instruction within Court and Community School education.
2. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
3. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to work effectively with staff (certificated and classified), other professional organizations, and parents.
2. Present self in a professional manner.
3. Perform duties and responsibilities with a high degree of professional integrity.
4. Ability to communicate effectively with staff, parents, and students.
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a valid Administration credential.
2. Must hold Master's degree from an accredited university.

B. Experience:

1. Successful experience in classroom teaching with delinquent or predelinquent students (preferably in a Court or Community setting).
2. Progressive responsible experience with administration duties, curriculum development, instructional pedagogy, compliance regulations, Title I and II accountability

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