

JOB DESCRIPTION
Director of Special Projects/Accountability Coordinator

TITLE: Director of Special Projects/Accountability Coordinator

QUALIFICATIONS:

- Bachelor or Masters degree in Education;
- Administrative Endorsement;
- Able to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Able to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Superintendent

SUPERVISES: IPC Personnel

PERFORMANCE RESPONSIBILITIES:

IPC Liaison

1. Coordinate the programs and activities of the Indianola Promise Community with those of the Sunflower County Consolidated School District to ensure a seamless delivery of services for teachers and students that lead to higher student achievement
2. Establish goals and objectives for professional development programs and projects for instructional personnel.
3. Meet regularly with administrators, academic coaches and teachers to establish goals and identify specific training needs of the district's personnel.
4. Coordinate the establishment of procedures, timetables, preparation of necessary forms and letters, assignment of workshop sites, and all other practical elements of in-service training.
5. Prepare and administer the program budgets.
6. Observe and evaluate staff and instructional resources and provide recommendations for the Professional Development Plan.
7. Direct daily and strategic operations of the department including: personnel performance management, strategic planning, and budget/fiscal planning and management.
8. Continuously explore best practices for training and professional development in higher education institutions to identify potential new programs for initial development and testing followed by district-wide implementation as appropriate.
9. Maintain ongoing evaluation of the Indianola Promise Community Projects' effectiveness and recommends adjustments and changes as necessary within the framework of the projects.

Accountability Coordinator

1. Review and study currently approved state accountability standards.
2. Coordinate and conduct training for district staff with regard to the state accountability/process standards.
3. Devise a plan for collecting and organizing accountability/process standards artifacts at the district level.
4. Assist school and department level staff with implementation of accountability/process standards to ensure compliance

Indianola Promise Community Liaison/Accountability Coordinator

5. Monitor the implementation and documentation of accountability/process standards compliance at the school level.
6. Conduct audits (minimum of monthly) to ensure accountability/process standards compliance.
7. Provide monthly reports to the Superintendent regarding school/department/district accountability/process compliance.
8. Adhere to Mississippi school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
9. Present monthly to the Board on the status of the Accountability Standards
10. Direct and facilitate the requirements or request from MDE
11. Manage MSBA policy manual to include updating, revision, and adopting of new and current policies
12. Manage all doctoral requests
13. Perform any duties that are within the scope of employment and certifications, as assigned by the assigned supervisor(s)/Superintendent and not otherwise prohibited by law or regulation.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent

Approved by: _____ **Date:** _____

Reviewed and agreed to by: _____ **Date:** _____
(Incumbent)