Title: **Director of Accountability and Data Analysis** Pay Grade: 309
Reports to: Chief Academic Officer FLSA: Exempt
Department: Accountability and Data Analysis Length of Assignment: 226 days

Summary

Oversee the research, analysis and interpretation of federal and state mandated student assessment programs. Identify student performance trends to develop informed curriculum recommendations for student success. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Coordinate the retrieval, analysis, and reporting of accountability indicators and evaluation results in order to provide district and campus stakeholders with the information necessary to make informed decisions.
2. Plan and conduct training for appropriate district and campus personnel on federal, state, and local accountability indicators.
3. Coordinate the compliance and implementation of state and federal accountability requirements.
4. Determine the indicators and data collection processes necessary for the effective collection and analysis of student performance and communicate those needs to staff in Technology Information Systems.
5. Design and compose reports for the Board of Trustees, district stakeholders and others.
6. Keep abreast of technical and professional trends and developments relative to assigned projects and disseminate information to appropriate personnel.
7. Coordinates the distribution and interpretation of the Texas Academic Performance Reports (TAPR).
8. Supports district wide decision-making by gathering, analyzing and reporting data.
9. Uses student performance data in assisting district personnel in the evaluation of programs.
10. Prepares required local, state and federal reports.
11. Analyze and interpret student test data to identify trends and opportunities. Ensure that campus instructional staff receive timely data in a clear and usable format to enable them to effectively develop student achievement goals and objectives.
12. Collaborate with instructional leaders to develop, design and select measurement instruments to assess the effectiveness of instructional programs and pilot projects.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

Qualifications

Master's degree. Five (5) years' experience in public education or comparable experience in a research or analysis environment. Demonstrated knowledge of statistics and data analysis. Knowledge of Public Education Information Management Systems (PEIMS)/Texas Student Data System (TSDS) and TPRS; state and federal assessment and accountability policies and public education funding, ability to interpret policies and procedures. Must have strong organizational, communications, public relations and interpersonal skills. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.