



Human Resources Section
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Executive Director of Accountability (110)
Office of Accountability and Assessments, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction, actively assist the assistant superintendent in the full implementation of all components of the Oklahoma School Testing Program (OSTP) and school accountability system. Assist in calculating, analyzing and reporting results of all statewide accountability reports, as mandated by state and federal program requirements. Act as a data manager and assist in organizing and maintaining the accountability and assessment data warehouse. Respond to data requests and questions from all constituencies related to the accountability system and assessment data. Write, design, prepare and present informational materials relating to the school accountability system.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a master's degree [*official transcript(s) required*] and experience which required research and evaluation of programs.
- **Special Qualifications:**
 - Statistical course work at an accredited college or university preferred.
 - Programming proficiency in SQL and SPSS is desirable.
 - Proficiency in Crystal Reports is desirable.

KNOWLEDGE/SKILLS/ABILITIES

- Strong communication skills.
- Knowledge of database technology.
- Knowledge of statistical theory and methods.
- Ability to work with and analyze data efficiently.
- Ability to present facts clearly, concisely and objectively.
- Ability to effectively engage in several projects simultaneously.
- Knowledge of data coding processes and security measures.
- Ability to use and interpret technical manuals and publications.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Willing and able to perform necessary job-related travel.

EXAMPLES OF WORK PERFORMED

- Work with federal program leaders at the State Department of Education in the development and completion of reports and other analyses related to federal assessment requirements.
- Calculate the performance designations of schools and districts in Oklahoma.
- Maintain and develop Quality Assurance procedures for components with Accountability and Assessments program.
- Collect, import and merge data files from a variety of sources.
- Re-code and re-format data files to work with existing programming code and database layout.
- Disaggregate data based on established criteria or given parameters.
- Complete surveys and data requests from various entities as needed.
- Generate comprehensive publications that report the results of the Oklahoma Accountability System.
- Work with district test coordinators, federal programs coordinators and other key school district persons to keep them informed of all pertinent testing issues, changes and upcoming state and federal assessment/evaluation activities.
- Perform related duties as assigned.

COMPENSATION

Annual Salary - \$60,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4502

Posted: January 7, 2013

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