

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager- Accountability	<b>REPORTS TO:</b>	Director, Standards, Assessment and Accountability
<b>DEPARTMENT:</b>	Standards, Assessment and Accountability	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028

**EFFECTIVE DATE:** January 8, 2002

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**BASIC FUNCTION:**

Plan, direct, coordinate, organize, and implement district, state, and federal student achievement accountability processes.

**REPRESENTATIVE DUTIES:**

*E = Essential Functions*

Coordinate administration and implementation of state and federal accountability requirements, including school rankings and growth based on the Academic Performance Index, school and student performance award programs, and intervention programs and agreements. *E*

Coordinate and oversee implementation of state intervention programs and agreements within the district, including communication with the California Department of Education, coordination with external evaluators and consultants, training for school leadership teams, monitoring development and implementation of required school action plans, and preparation of reports for the district Board of Education and for the state. *E*

Coordinate and oversee district and state data analysis and reporting related to accountability processes, including preparation of Academic Performance Index reports and analyses, verification of district and state database information, and preparation of support materials for district and school site staff. *E*

Coordinate and oversee planning and monitoring processes as required by and related to district accountability practices and the state accountability system. *E*

Conduct regular and ad hoc briefings for the district communications department regarding internal and external communication related to accountability programs and outcomes. *E*

Serve as a resource and liaison for school and district staff, school/community planning teams, community groups, parents, and state and federal agencies for questions and issues related to district, state, and federal accountability processes. *E*

Represent the district at local, state, federal, and national meetings and other activities; remain current on requirements and changes in laws and regulations affecting programs under the supervision of this office. *E*

Manage the activities of the Accountability Office; develop and monitor office budgets and financial accounts; train and evaluate the performance of assigned staff. *E*

Provide technical expertise, information and assistance to the Director, Standards, Assessment, and Accountability, regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective actions. *E*

Operate a computer using office software for word processing, database, spreadsheet, and project management. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a degree from a four-year college or university and at least five years of progressively responsible experience in educational accountability, program monitoring and/or evaluation, educational administration, project management, or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current state and federal laws, regulations and codes applicable to accountability systems.  
District educational initiatives, programs, and policies.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of administration, supervision, and training.  
Principles and techniques of budget preparation and control.

**ABILITY TO:**

Maintain and upgrade knowledge and skills related to job requirements.  
Operate microcomputers and related software applications.  
Plan, organize, and manage programs and work projects.  
Make presentations and conduct training.  
Analyze problems, make decisions, and be responsible for those decisions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply, and explain district, state, and federal policies, procedures, rules, and regulations.  
Meet schedules and time lines.  
Work independently with little directions.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.