



JOB DESCRIPTION

| | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title: | Director for Research and Accountability |
| Reports to: | Chief Executive Officer |
| Supervises: | |
| Job Code: | |
| FLSA Status: | <input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other |
| Salary Ranges: | Starting around: \$72,000 |

Position Summary:

- Plans, develops, implements, and evaluates the ELCOC performance and improvement programs to ascertain their effectiveness and value to the system.
-

Essential Job Functions:

- Supervise the research and development sections of projects and programs in which research, evaluation, and accountability functions are performed.
 - Coordinate and administer the student assessment program.
 - Coordinate and administer the State's student readiness assessment program.
 - Coordinate and administer the National Assessment of Educational Progress.
 - Serve as the ELCOC's contact for student performance and accountability.
 - Coordinate the preparation and reporting of annual reviews of student performance.
 - Coordinate the collection and interpretation of academic test results.
 - Coordinate the revision of Board Rules.
 - Establish quantitative and qualitative metrics, guidelines, and standards by which ELCOC's efficiency and effectiveness can be evaluated; identify opportunities for improvement.
 - Identification and analysis of diverse issues to solve complex problems.
 - Maintain records of pupil enrollment.
 - Makes decisions and final recommendations, which routinely affect the activities of the ELCOC.
 - Plan events that will occur during the year and may have some effect on the department's annual expenditures, and/or revenues.
 - Position duties may include responsibility for developing strategic plans for the ELCOC.
 - Prepare required reports and maintain all appropriate records.
 - Requires communicating with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
 - Prepare information and provide in-service on Florida's Comprehensive Assessment Test Requirements.
 - Prepare information and provide in-service on Florida's Accountability System.
 - Prepare information and provide in-service on the School Improvement Process.
 - Provide guidelines for the development of the annual School Improvement Plan for each school.
 - Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination.
 - Perform other duties as assigned by Supervisor.
-

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to exercise independent judgment to set objectives, coordinate activities within a department or to complete a project.
- Possess advanced professional skills: the professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional.
- Extensive knowledge of their professional discipline and a working knowledge of related fields.
- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar to prepare and read documents and correspondence.
- Ability to establish and maintain positive working relationships with other employees.
- Proficient in the daily use of MS Office Suite, especially Microsoft Excel, PowerPoint, and Outlook calendar.
- Ability to work flexible hours/schedule i.e., occasional Saturdays or evening hours.
- Ability to solve problems and deal with a variety of competing tasks, program responsibilities and deadlines.
- Strong organizational skills and effective record management practices, and attention to detail.
- Ability to follow policies, procedures, and rules set by the ELCOC.
- Present a professional appearance and presentation.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to work independently with little supervision.
- Maintain a professional appearance and presentation.
- Successful completion of level 2 background screening standards as set forth in 435.04 F.S.
- Possess a valid Florida driver's license and have access to reliable transportation to and from work.
- Bilingual (Spanish) preferred.

Education and Experience:

- Master's degree from an accredited educational institution or bachelor's degree and five years related educational experience.
- Experience in a non-profit and executing strategies for process enhancements and developing policies and procedures.
- Proven track record of meeting/exceeding established goals and metrics.
- Experience working collaboratively in a team-oriented environment.
- Experience efficiently managing resources and comprehension of work/project scope, key players and urgency while displaying a high standard of ethical conduct and behaviors consistent with the Office of Early Learning standards and ELCOC's Core Values.
- Exceptional written, verbal, interpersonal communication skills and presentation skills.
- Intermediate skills in Microsoft Office Products.
- A comparable amount of training, education or experience may be substituted for the above minimum qualifications

Send Cover Letter and Resume to:

crivera@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Cathy Vargas

HR & Office Assistant

7700 Southland Blvd. Suite #100

Orlando, FL 32809