



EDUC-ACCOUNTABILITY DIRECTOR

Characteristics of Work

This is administrative work involved in formulating and directing the activities of the Office of Educational Accountability within the State Department of Education. The work includes responsibility for analyzing administrative problems which require the exercise of a high degree of independent judgement in establishment, interpretation, application and enforcement of rules, regulations, and policies for the State Department of Education. Work also involves formulating, directing, and controlling the operations through bureau directors and various highly specialized professional and technical personnel. Incumbent in this classification works under the supervision of the State Board of Education.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Advises State Board of Education, Commission on School Accreditation, Governor and Legislature on status of education reform programs.

Develops and maintains a system of communication with school district personnel.

Coordinates activities of the department with other governmental units.

Analyzes proposed legislation and prepares position papers for consideration.

Interprets and provides public school officials information with regard to school law.

Monitors and reviews programs developed under education initiatives and provides information and makes recommendations to the Legislature, Governor, Mississippi Commission on School Accreditation and the State Board of Education.

Develop public school reporting system on performance of students and schools at the local, district, and state level.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university and eight (8) years in the special experience defined below;

OR

A Bachelor's Degree from an accredited four-year college or university and nine (9) years in the special experience defined below.

Special Experience

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the area in which the position exists. In those areas where specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the area, the incumbent must also be experienced in that profession. Work experience must have include supervising and coordinating a variety of functions.