

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Accountability Assistant**Department: Instructional**

**Grade G
H.P.D. 8
D.P.Y. 260**

Job Description**Date Reviewed: July 2009****Reports To: Accountability
Coordinator****Purpose of Job**

The purpose of this job is to assist in managing the accountability office and assessment procedures, while serving as liaison between instructional team, administrators, teachers, students and visitors.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Utilizes Micorsoft Word, Excel, Power Point, MUNIS, File Maker Pro, Chancery, Various Web Browsers, (Netscape, Safari, Fire Fox, and Internet Explorer) and e-mail to support instruction, assessment, and K-12 At-Risk programs' needs.

Utilizes web-based data management, curriculum and achievement sites (Edu-soft, A Plus Learning Information Systems, State TCAP/Gateway Assessment). Duties require the acquiring, organizing, analyzing, and sharing of benchmark and state assessment data, as well as trouble shooting of the systems with teachers. Analyzing data encompasses working with both descriptive and inferential statistics and includes but is not limited to: working with/interpreting and converting percentiles, NCEs (Normal Curve equivalent scores), raw scores, scale scores, RCPIs (Reporting Category Performance Indexes), Grade Equivalents, and achievement gains.

Assists with testing coordinator trainings. Trainings include dissemination and interpreting state testing policies and procedures. Training testing coordinators on how to access and utilize the state assessment website to include managing inventory components, school group data components, student demographic data verification components and Faculty Student data.

Submits orders for 3rd – High School TCAP, Gateway and End of Course testing materials to the state. Receives, counts and distributes achievement testing materials to schools as required; collects and verifies testing materials for shipment to the State Department of Education. Assists with the administration of Summer Gateways and End of Course Assessments to include implementing appropriate assessment accommodations and proctoring of assessment.

Coordinates with all elementary school sin the maintenance of Brigance materials. Submits orders, receives and distributes Brigance materials to schools.

Reviews, edits and submits orders for K-12 system testing materials to Print Shop. Receives, counts and distributes system benchmark testing materials to schools as required.

Assimilates and maintains archival data for the Tennessee Comprehensive System Wide Planning Process (TCSPP) and the Southern Association of Colleges and Schools (SACS) work.

Inputs data into Excel Spreadsheet for Assessment and K-12 At-Risks programs as required.

Maintains accurate student information for At-Risks programs as required.

Sets up and types from copy or rough draft letters, memoranda, or other materials.

Assembles materials, composes, and types routine correspondences, reports, and other materials.

Operates several types of standard office equipment.

Works with and familiar with both the PC and MAC operating systems.

Provides a variety of routine information to the public on request.

Greets visitors, ascertains nature of business and conducts visitors to appropriate person.

Establishes and maintains a filing system for various types of records, forms, correspondence and materials.

Assists staff as required in making arrangements for meetings, scheduling appointments, etc.

Answers telephone and provide information or direct calls/messages to appropriate personnel.

Completes work requested by Instructional Team and Supervisor such as typing, phoning, copying, faxing and delivering materials.

Prepares and submits purchase orders and submits to vendors.

Sorts and distributes mail.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree and five years of general office experience to include bookkeeping and statistical data experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Accountability Assistant. Has general knowledge of attendance, enrollment, assessment, descriptive and inferential statistics and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has proficient organizational and human relations skill. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers typewriters, copiers, adding machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Accountability Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Accountability Assistant.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Accountability Assistant.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date