

Putnam County Charter School System	<h1>Job Description</h1>	
Title:	System Accountability Support Specialist	
Nature of Position	The System Accountability Support Specialist is responsible for working with system and school administrators and academic coaches in evaluating assessment, curriculum and instructional delivery. They will assist schools in the use of assessment data to evaluate effectiveness of the curriculum and instruction. The position will support the superintendent and school level leadership in the collection and use of data to determine appropriate use of assessments and curriculum to deliver instruction that supports student achievement.	
Reports to	Title:	Superintendent
Education	Required	<ul style="list-style-type: none"> • Current Georgia Certification • 10 years of Teaching, Curriculum and Leadership Experience
	Preferred	<ul style="list-style-type: none"> • Demonstrate a track-record of producing high student achievement and significant student gains • Strong verbal and written communication skills • Demonstrate a master of the use of technology in assessing and tracking data
Experience, Skill and Certification	Required	<ul style="list-style-type: none"> • Knowledge of education trends and goals, knowledge of school concepts and principles, and knowledge of research proven best practices in education • Knowledge of effective instruction, curriculum, special programs, and resources • Knowledge of assessments and their analysis/interpretation in regard to student performance • Knowledge of pyramid of intervention and how it relates to student achievement • Demonstrate ability to work effectively with instructional personnel, building and system level administration, teachers, and parents to identify and resolve instructional issues • Demonstrate ability to communicate orally and in writing • Ability to present and deliver analytical data in an articulate manner to a variety of audiences, including oral and written reports • Knowledge and skill in the use of personal computers and commonly used software applications, including MS Word, Excel, and PowerPoint. • Strong organizational skills and attention to detail • Demonstrated problem-solving skills

Duties and Responsibilities	(Charter District Accountability Plan Goals 1, 3 and 4) <ul style="list-style-type: none"> • Collect and interpret test data for use in planning professional learning, assessing instructional programs and providing resources • Monitor and evaluate student achievement relevant to all available assessments • Seek to learn about additional resources and/or programs that may benefit students • Participate in Student Support Team meetings with requested to be a part of ongoing dialogue about students of concern • Consult with school administrators, faculty and other special services personnel relative to school’s curricular offerings • Work with system and school instructional staff to Focus on teaching and learning for the purpose of increasing student achievement outcomes at all levels • Work with system and school administrators to increase the use and recognition of innovation practices that leads to an increase in student achievement • Serve as a liaison between school level teams and the special education resources • Attend trainings, conferences, and workshops to enhance job knowledge and skills • Work with system level leadership to implement efforts to enhance parental and community support of the educational program • Help school leadership to develop school improvement plans with measurable student achievement and professional development goals that incorporate the charter systems accountability plan • Participate in instructional and curriculum meetings at the system and school level when requested 	
Terms of Employment	Contract Services	
Evaluation Instrument	Teacher Evaluation Instrument	
Approvals	Employee Signature:	
	Principal Signature:	
	Human Resources Signature:	
	Superintendent Signature:	