

**Accountability Program Manager
Non-Classified Position
Office of the State Board of Education**

Open for Recruitment: August 20, 2009 - Open until filled

Salary Range: \$44,886 - \$60,320 per year [-Plus Competitive Benefits!](#)

Location: Boise

SPECIAL NOTIFICATION: This position is non-classified and exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The Office of the State Board of Education (OSBE)
is seeking an individual as their:**

ACCOUNTABILITY PROGRAM MANAGER

PURPOSE

The Accountability Program Manager with the Office of the State Board of Education performs work of considerable difficulty and exercises independent judgment, initiative, and leadership under administrative direction. This position reports directly to the Chief Academic Officer and provides staff support to the State Board of Education's advisory subcommittee for Assessment. This position is responsible for advising the Executive Director of the State Board of Education and Chief Academic Officer on issues of accountability and student achievement, and coordination of educational technology projects through Idaho's public postsecondary institutions. The Accountability Program Manager prepares educational accountability reports. Performs complex analysis and applies quality assurance concepts for federal reporting data, documentation, and inventories related to information technology.

KEY RESPONSIBILITIES

- Design and conduct evaluations of accountability-related data, standards, and policies, including methods and techniques to be used.
- Coordinate accountability activities.
- Prepare technical reports, results of data analyses, surveys, and procedural manuals, including the development of reporting timelines.
- Interpret and present data to varied audiences.
- Interpret accountability and school improvement mandates.
- Prepare or oversee the timely and accurate completion and submission of reports.
- Manage/develop and update Idaho's State Consolidated Plan Accountability Workbook.
- Develop reports for the Board on Adequate Yearly Progress (AYP) of districts.
- Facilitate Idaho's AYP appeals process.
- Staff to State Board of Education's Assessment Advisory subcommittee.
- Other duties as assigned.

PRINCIPAL ACCOUNTABILITIES

- Consults with other state and local programs to learn of best practices to be used as possible models in Idaho.
- Recommend enhancements to existing programs and relevant guidelines and requirements to most effectively meet program objectives.
- Develop and recommend work plans, timelines, implementation strategies, and identify available resources.
- Analyze data collected through assessment and research programs.
- Develop accountability reports for the Board of Education and the Board of Education's subcommittee on assessment.

- Convey accountability results to the public through meetings, presentations, reports, and stakeholder group meetings.
- Work with staff and stakeholder groups to meet state and federal requirements regarding school accountability (accountability workbook).
- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data.
- Liaison with national, regional, state and local organizations promoting educational evaluation and assessment.
- Advise program advocates and/or program participants on program and implementation of best practices.
- Analyze program decision making issues including identification of key stakeholders
- Develop, recommend and implement strategies to encourage and obtain stakeholder and/or community support.
- Plan, facilitate and conduct meetings.
- Speak before groups and work with individuals to promote public awareness and advocacy.
- Provide documentation to include, but not limited to white papers, information papers, point papers, PowerPoint presentations, spreadsheets, databases, policy, and guidelines.

MINIMUM QUALIFICATIONS

Education and Experience: Master's Degree from an accredited institution or 5 years or more experience in research, statistics, assessment, accountability or any combination of knowledge, skills, and experience that is substantially equivalent. Background/experience in education preferred.

- Must possess a comprehensive knowledge of the principles, practices, regulations, and current issues in accountability.
- Prefer experience in administration and/or supervision and experience in program evaluation and statistical software.
- Ability to produce and interpret technical documentation, which includes spreadsheet reporting and graphic presentations.
- Excellent oral communication, written communication, report writing, and analytical skills.
- Demonstrated skill in writing technical reports.
- Demonstrated success working with others in a collaborative manner to establish and implement plans to produce expected results.
- Ability to work and communicate effectively with people to achieve Board priorities.
- Knowledge of student assessment theory and practice.
- Knowledge of research and evaluation design including application of appropriate statistical procedures, data analysis, and interpretation of results.
- Experience in the presentation of research and evaluation findings.
- Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making.

To apply, send:

Cover letter outlining your qualifications for this position, a resume, and transcripts (if applicable)

Submit to:

Office of the State Board of Education
 Attn: Tracie Bent
 650 W State St
 PO Box 83720
 Boise ID 83720-0037

Fax: (208) 334-2632

Email: (MS-Word or PDF documents)

Tracie.Bent@osbe.idaho.gov

Position Open Until Filled

This position is FLSA exempt, and is not eligible to earn either overtime or compensatory time. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.