

Job Title: CHIEF COMPLIANCE AND ACCOUNTABILITY OFFICER
Reports to: Superintendent of Schools
Dept./School: Executive Office
Wage/Hour Status: Exempt
Date Revised: April 28, 2025

Primary Purpose

Provides direct supervision and evaluation of all campus principals. Will evaluate and provide effective leadership for the overall campus implementation of district wide initiatives to include, but not limited to Attendance improvement, Del Rio Cares, ACE Grant, Teacher Incentive Allotment, TTESS, Planning Protocol, Teacher Coaching, Master Schedule, implementation of District's Data culture and implementation of local, state, and federal initiatives; and directly supervises the Assessment & Accountability division.

QUALIFICATIONS

Education/Certification

Master's degree

Texas Mid-management or other appropriate Texas Principal certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser, preferred

Special Knowledge/Skills

Knowledge of campus operations and policies

Ability to manage budget and personnel

Ability to coordinate district functions

Ability to interpret policy, procedures and data

Knowledge of state and local policies and procedures related to grants management.

Knowledge of curriculum and instruction

Knowledge of Assessment and Accountability

Ability to organize and coordinate district wide program.

Strong organizational, communication, and interpersonal skills.

Experience

Five years leadership experience in school administration

Elementary and Secondary Principal experience, preferred

Central Office experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Collaborate with all Campus Administration to plan, implement, and assess all campus operations and policies.
2. Collaborate with Campus Administration to plan, implement, and assess attendance improvement programs.
3. Provides direct supervision and evaluation of all campus principals.
4. Provide effective leadership for the overall campus implementation of district wide initiatives to include, but not limited to Attendance improvement, Del Rio Cares, ACE Grant, Teacher Incentive Allotment, TTESS, Planning Protocol, Teacher Coaching, Master Schedule, implementation of District's Data culture and implementation of local, state, and federal initiatives.
5. Directly supervise the Assessment & Accountability division.
6. Ensure district-wide compliance with federal and state assessment requirements and oversee district-wide federal and state testing.
7. Inform superintendent of developments in state, federal, and local laws and changes in public policy affecting education.

School Climate

8. Ensure district-wide compliance with state and federal assessment and accountability in all areas for testing.
9. Ensure collaboration, direction and implementation of all requirements and policies for the Del Rio Cares program.
10. Promote collegiality, teamwork, and participatory decision making among all district Staff members.
11. Demonstrate skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
12. Demonstrate sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds; communicates similar expectations of the staff throughout the district.

School Improvement

13. Assist the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve administrative effectiveness and productivity.
14. Provide for systematic evaluation of the effectiveness of the different departments and plan for improvement. Decisions will be data-based driven.
15. Focus the administrative operations of the schools towards accomplishing the district's mission and attaining stated goals and objectives.
16. Coordinate long-range planning efforts for the Superintendent.
17. Collaborate with Chief Academic Officer to coordinate school improvement efforts.

Collaboration

18. Engage in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget.
19. Contribute to the district-level decision-making process to establish and to review for funding of the district's objectives for extracurricular programs, attendance and district wide initiatives.
20. Collaborate with Chief Academic Officer to coordinate Tier 1 Instruction, Tier 2 and Tier 3 Interventions, and assessment and accountability procedures and policies.

Budget and Inventory

21. Advise campus administrators and directors of projected allocation amounts during the district budget process.
22. Ensure that programs are cost effective.
23. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

24. Compile, maintain and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
25. Comply with policies established by State Board of Education rule, and local board policy.
26. Ensure integrity and accuracy of all district, campus, and student data reported through PEIMS.

Communication

- 27. Provide for two-way communication with cabinet, directors, principals, teachers, staff, parents and community.
- 28. Inform district administration and campus principals of requirements for school improvement.

Personnel Management

- 29. Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- 30. Evaluate job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- 31. Supervise the operation of the district's departments under his/her immediate supervision.
- 32. Evaluate personnel who directly report to him/her and ensures effective accountability.

Administration and Fiscal/Facilities Management

- 33. Take action to ensure that district policies, procedures, and regulations are followed.
- 34. Provide assistance to building level principals relating to the administrative operations of the campus.
- 35. Accept responsibility for disseminating and collecting information for various local, federal, and state reports.
- 36. Coordinate the activities of the district's Instructional Services.

Student Management

- 37. Understand the student management system and expected student behavior related to the operational aspects of the district.

Professional Growth and Development

- 38. Take initiative to develop needed professional skills appropriate to job assignments.
- 39. Seek out and participate in professional development programs.
- 40. Conduct oneself in a professional and ethical manner.

School/Community Relations

- 41. Participate in community activities (to extent feasible and appropriate) that foster rapport and mutual response between the district and the larger community.
- 42. Serve as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.
- 43. Understand the mission of the district and communicate that mission within the community.

Supervisory Responsibilities

- 44. Supervise Campus School Principals and the Assessment and Accountability Coordinator.

Other

- 45. Maintain confidentiality of information.
- 46. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress
Occasional district and statewide travel
Occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____