

Job Title: CHIEF COMPLIANCE AND ACCOUNTABILITY OFFICER
Reports to: Superintendent of Schools
Dept./School: Executive Office
Wage/Hour Status: Exempt
Date Revised: October 16, 2023

Primary Purpose

To evaluate and provide effective leadership for the overall campus operation program of the district. To be responsible for the effective and efficient operation of the campus operations and policy. Oversee and evaluate Counseling Program, Federal Programs, PEIMS Department, Del Rio Cares, ACE Grant, Technology, Fine Arts, CTE, and campus compliance to include the improvement of attendance, grants management, and implementation of local, state, and federal initiatives.

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. Provide leadership for the direction, coordination, integration and implementation Fine Arts across the district.
4. Ensure district-wide compliance with federal and state assessment requirements and oversee district-wide federal and state testing.
5. Inform superintendent of developments in state, federal, and local laws and changes in public policy affecting education.

School Climate

6. Provide leadership for the direction, coordination, integration and implementation for Technology across the district.
7. Collaborate with the ACE Grant director to ensure all mandates and requirements of the ACE Grant are planned, monitored and implemented.

8. Report ACE Grant activities and expenditures to TEA as required.
9. Ensure district-wide compliance with state and federal assessment and accountability in all areas for testing.
10. Collaborate with the PEIMS director to meet required deadlines for all PEIMS submissions, waivers, and reports to appropriate state and federal agencies.
11. Ensure collaboration, direction and implementation of all requirements and policies for the PreK-12 counseling staff and Del Rio Cares program.
12. Plan, coordinate and implement the Summer School program for K-12, to include the ACE Summer Program for qualified campuses.
13. Ensure collaboration, direction and implementation of all requirements and policies for the CTE program.
14. Promote collegiality, teamwork, and participatory decision making among all district Staff members.
15. Demonstrate skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
16. 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

17. Assist the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve administrative effectiveness and productivity.
18. Provide for systematic evaluation of the effectiveness of the different departments and plan for improvement. Decisions will be data-based driven.
19. Focus the administrative operations of the schools towards accomplishing the district's mission and attaining stated goals and objectives.
20. Coordinate long-range planning efforts for the Superintendent.

Collaboration

21. Consult with Chief Academic Officer, Administrators, Campus Staff, Community Agencies, and other relevant individuals regarding athletic and Fine Arts UIL guidelines.
22. Engage in the drafting of project proposals and reports, including the writing and development of program goals, objectives and budget.
23. 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 technology initiatives.
24. Collaborate with Chief Academic Officer to coordinate assessment and accountability procedures and policies.

Budget and Inventory

25. Advise campus administrators and directors of projected allocation amounts during the district budget process.
26. Ensure that programs are cost effective.

27. Compile budget and cost estimates based on documented program needs.

Policy, Reports, and Law

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

Communication

31. Provide for two-way communication with cabinet, directors, principals, teachers, staff, parents and community.
32. Inform district administration and campus principals of requirements for school improvement.
33. Communicate with TEA and Region XV as it relates to PEIMS.
34. Advise program directors of grant availability and compliance reporting deadlines.

Personnel Management

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

Administration and Fiscal/Facilities Management

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

Student Management

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

Professional Growth and Development

44. Take initiative to develop needed professional skills appropriate to job assignments.
45. Seek out and participate in professional development programs.
46. Conduct oneself in a professional and ethical manner.

School/Community Relations

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

Supervisory Responsibilities

- 50. Supervise the Program Directors for Fine Arts, PEIMS, Technology, CTE, Federal and State, ACE Grant, and the Assessment and Accountability Coordinator.

Other

- 51. Maintain confidentiality of information.
- 52. 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:** _____