



Orleans Parish School Board

2401 Westbend Parkway - Suite 5055

New Orleans, LA 70114

<https://opsb.us/>



Job Description

ASSISTANT DIRECTOR OF HIGH SCHOOL ACCOUNTABILITY

School District Information

The vision of the Orleans Parish School Board (OPSB) is that every student receives a high-quality education that fosters his or her individual capabilities, while ensuring that they thrive and are prepared for civic, social, and economic success.

Position Summary

The Assistant Director of High School Accountability will provide leadership in the development, coordination, monitoring and oversight of graduation requirements and data of OPSB authorized charter schools. Additionally, this role will lead high school audits to provide reasonable assurance to OPSB Administration, students and families regarding the adequacy of internal controls to ensure graduating students are meeting requirements defined by federal and state graduation requirements.

Essential Duties and Responsibilities

- Attends school visits with Directors of Accountability as necessary;
- Development of a high school audit process and tool that reviews End of Course exams, course credit requirements, Individualized Graduation Plans, student transcripts, credit accumulation, internal controls, credit recovery/online course usage, instructional minute requirements, supporting document and any other relevant data points;
- Conduct annual high school audits;
- Communicate findings from site visit in accordance with the Charter School Accountability Framework;
- Analyze findings to create and determine additional areas of support needed for each site;
- Develop relationships with external providers to assist as needed with training for counselors, Principals, and other school based staff;
- Research and share best practices related to high school accountability;
- Serves as a contact for high school charter school operators for all matters related to high school accountability;
- Monitoring of student academic performance, and verification of requirements for graduation;
- Participating in, coordinating, and conducting activities that contribute to the effective operation of the counseling program.
- Independently generates and proposes solutions to address specific needs which arise throughout the annual cycle of school oversight;
- Communicates effectively with schools, school leaders, parents, team members and other stakeholders so that the Portfolio Office effectively oversees and monitors the quality of school's in OPSB Portfolio;
- Evaluates and can manipulate a variety of data on school performance pursuant to current operating agreements and/or OPSB Charter School Accountability Framework requirements, including academic, financial, and organizational performance metrics;

- Participates, under the leadership of the Chief Portfolio Innovation and Accountability Officer, in an annual comprehensive review of current OPSB's expectations for schools;
- Participates in a comprehensive review of OPSB Policies to ensure alignment with the district's vision and mission along with national best practices and state and federal requirements or laws;
- Manages regular communication with departments across the organization (Legal, School Improvement and Support, and Exceptional Children's Services, etc.) to oversee the extent to which schools are meeting expectations with regards to and all relevant federal, state, and district policies and law throughout the year for schools within and outside of the LEA;
- Serves as a resident expert in High School credit accumulation, and Louisiana graduation requirements;
- Works with key team members (in addition to the school leaders) at the school level to ensure compliance with performance expectations;
- Acts as a liaison to field parent community concerns and student rights violations;
- Support the charter authorization and renewal process;
- Perform other related duties, as requested.

Educational Background

- Bachelor's Degree or higher in Education, Counseling or related field; Master's Degree in related field strongly preferred
- Hold a current and valid Louisiana Teaching Certification and possess the required endorsement needed to be a guidance counselor.

Preferred Skills and Management Experience

- Minimum of three years' experience as a teacher;
- Minimum of five years' as a high school guidance counselor;
- Deep knowledge of Louisiana graduation requirements;
- Work with or in charter schools is strongly preferred;
- Knowledge of and familiarity with Louisiana Charter School policy and law strongly preferred;
- Excellent organizational, planning, and multitasking skills; attention to detail and accuracy;
- Excellent information-gathering and information-monitoring skills; problem analysis and problem solving skills;
- Ability to collaborate and partner with various stakeholders;
- Ability to use good judgment and strong decision-making skills;
- Ability to take initiative on projects and complete them successfully without supervision.

Work Environment:

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects more than 30 pounds rarely;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals) rarely;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements rarely;
- Normal setting for this job is an office/school setting.

Reporting Structure:

The Assistant Director of High School Accountability will report to the Chief Portfolio Innovation and Accountability Officer.

Direct Reports:

N/A

FLSA Information:

This is a full-time, exempt position.

Salary:

This is a year round position and the salary will be classified on the OPSB Administrator Salary Scale Grade E-8 (\$70,000 - \$95,000).

EEOC Statement:

The Orleans Parish School Board is committed to equal employment opportunities regardless of race, color, genetic information, creed, religion, sex, sexual orientation, gender identity, lawful alien status, national origin, age, marital status, and non-job related physical or mental disability, or protected veteran status.

Performance Evaluation

The employee will be evaluated based on the above position using either two methods: via COMPASS or an OPSB evaluating instrument. If the employee holds an Educational Leadership certification, he/she will be evaluated via COMPASS to ensure renewal of certification.