DEPARTMENT: Policy, Accountability, and External Affairs
REPORTS TO: Chief Policy Officer
JOB CLASS: Director
PAY GRADE: 21
EXEMPT STATUS: Exempt
DATE: 09/27/2011

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:
The Director of District Accountability directs, coordinates, and oversees all aspects of District program monitoring, evidence of accountability, and compliance to state and federal policies, procedures, rules and regulations for both instructional and operational components district wide.

ESSENTIAL POSITION FUNCTIONS:
• Serve as the Chief Policy Officer’s designee as responsible lead for state and federal programs
• Direct, coordinate, and oversee all aspects of District program monitoring, evidence of accountability, monitoring and accountability reporting, performance management and evaluation, assessment services and compliance
• Monitor the implementation of both instructional and operational compliance across the District to ensure adherence to state and federal statutory compliance requirements
• Serve as a resource and liaison on issues related to pupil progression, student achievement, state and federal compliance and accountability, assessment, and associated legislation/mandates
• Direct and oversee administration of state policies related to students at risk of not meeting state standards, including implementation of associated procedures, annual review and revision of performance expectations and documentation guidelines and training for district and school staff
• Direct the administration and implementation of state and federal planning and accountability requirements, including Academic Performance Index and Adequate Yearly Progress measures; goal-and-target setting processes
• Provide leadership and coordinate the process of renewing the director’s accreditations
• Work with the interrelated departments to analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development and support strategies
• Represent the district at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the division; review federal and state legislation and policy in order to make recommendations regarding the district position
• Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel
• Provide direction for program and fiscal planning, plan development, budgeting, staffing, and implementation, monitoring and evaluation of assigned departments and programs
• Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services
• Lead and manage assigned direct reports, ensuring team members have access to professional and personal growth within the organization
• Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
• All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education:
• Bachelor’s Degree; or equivalent combination of education and relevant experience
• Master’s Degree, preferred

Experience:
• Seven years’ management/leadership experience
• Ten years’ experience in non-profit and/or government position(s) with increasing responsibilities, including policy analysis, advocacy, performance management, and strategic planning related to online learning and education in general

Knowledge, abilities and skills:
• Knowledge of organizational development principles and practices
• Knowledge of district curriculum and school instructional programs
• Knowledge of principles and techniques of budget preparation and control
• Knowledge of principles and practices of administration, supervision, and training
• Strong interpersonal skills
• Ability to perceive organizational implications of recommendations and decisions
• Ability to maintain current knowledge of applicable provisions of state and federal laws, rules, and regulations
• Ability to plan, organize, and administer assigned programs and functions
• Ability to work with and through people to establish goals, objectives, and action plans
• Ability to prepare comprehensive narrative and statistical reports
• Strong verbal and written communication skills
• Ability to interpret, apply and explain rules, regulations, policies and procedures
• Ability to prioritize, delegate and meet aggressive deadlines in a fast-paced environment

CORE COMPETENCIES FOR SUCCESS:

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<tr>
<th>COMMUNICATION SKILLS</th>
<th>CUSTOMER FOCUS</th>
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<td>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple</td>
<td>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or</td>
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channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience

challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer

### INTERPERSONAL SKILLS

Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers

### FUNCTIONAL /TECHNICAL EXPERTISE

Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion

### DIRECTOR COMPETENCIES FOR SUCCESS:

#### LEARNING ON THE FLY

Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything

#### PRESENTATION SKILLS

Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn’t working

#### PRIORITY SETTING

Spends his/her time and the time of others on what’s important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus

#### BUSINESS & FINANCIAL ACUMEN

Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility

#### COMPOSURE

Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn’t show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner

#### DEALING WITH AMBIGUITY

Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn’t upset when things are up in the air; Doesn’t have to finish things before moving on; Can comfortably handle risk and uncertainty

### PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC or remote
- Frequency of travel: Frequent travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*
FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.