

**STRATFORD BOARD OF EDUCATION**  
**JOB DESCRIPTION**

**JOB TITLE:** Director of School Leadership & Accountability

**SUPERVISOR:** Superintendent of Schools

**PURPOSE:** Responsible for coordinating continuous academic improvement efforts and research services, implementation of all testing systems

**SUMMARY:**

The Director of School Leadership and Accountability plays a critical role in the leadership, development and support of school site principals. This position will provide direction and oversight, district leadership, and will contribute to the building of systems and supports that increase student achievement across schools. Candidates must have demonstrated experience in data driven processes and interventions and will have made significant contributions in their current leadership roles. Experience engaging in collaborative efforts that have resulted in significant progress and school change and knowledge of the State Accountability Index are preferred.

**RESPONSIBILITIES**

The Director of Leadership and Accountability is expected to:

- Coach and support administrators in goal setting, planning, development, implementation, and monitoring of school improvement plans that will guide school leaders in meeting their instructional leadership objectives and for their schools to meet performance targets
- Support principals in the implementation of school improvement plans
- Collaborate on development of the District Improvement Plan and oversees District Leadership Team
- Plan and lead high quality and relevant learning experiences for administrators to guide the implementation of effective instructional programs
- Conduct regular formal and informal classroom walk-throughs aligned to student achievement and strategic goals
- Provide feedback on successful leadership practices, such as effective management of instructional staff, use of data, and establishment of school culture
- Compile, interpret and communicate data to determine school needs and inform instruction and systems management
- Attend school-based meetings and events to foster a culture of engagement with staff, families, and community
- Build the instructional leadership capacity of principals with particular focus on instruction, data analysis, aligned interventions, community, and culture
- Assist district staff and site personnel in interpreting student test scores and recommending prescriptive materials and techniques to improve student performance.
- Collaborate with team members and school and district leaders to facilitate effective assistant principal and principal meetings.
- Oversee, coordinate, and support the mentoring program for administrators
- Share best practices with school and district leaders

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- Participate in staff and other district meetings to maintain alignment between all divisions and the work supporting the development of school leaders and student achievement
- Collaborate with Instructional Coordinators to analyze and communicate assessment results to direct continuous improvement in all instructional program areas
- Work with Technology Department and Teaching and Learning Department to identify and develop appropriate reports for analysis with a focus on instructional accountability for building level leaders and Instructional Coordinators
- Provide leadership in the administration of national, state, and local assessments
- Serve as liaison to the Connecticut Department of Education (CSDE) on matters related to assessment and state assessment reporting
- Ensure accountability for the integrity of assessment activities in schools
- Assist with preparing reports for public release
- Interpret research findings and prepare reports for schools and staff
- Disseminate information on opportunities and provides technical assistance for grant applications and manages implementation and reporting for grants received
- Serve on various policy/planning and or steering committees of university partnerships
- Develop, prepare, and manage the district assessment calendar for distribution in schools and on the website

### **Education, Experience, and Qualifications**

- Connecticut State Department of Education certification as administrator/supervisor (092)
- A minimum of five years of successful principal administrative experience.
- Thorough knowledge of evaluation principles, practices, and procedures
- Thorough knowledge of the principles and methodology of effective teaching
- Experience interpreting data and implementing processes based on trends
- Successful experience in the area of student assessment (test development, test administration, and analysis and interpretation of test results)
- Diverse professionals are encouraged to apply

### **Skill Requirements**

- Ability to effectively plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Knowledge of statistics and data as demonstrated by previous work experience.
- Knowledge of strategic planning and school improvement processes and ability to implement strategic programs.
- Knowledge of national and state educational goals and objectives.
- Knowledge of current educational trends, methods, research, and technology.
- Strong and effective written and verbal communication skills.
- Ability to plan and present information to a variety of audiences.



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- High integrity and an exceptional work ethic required.
- Must be flexible and receptive to change.

### **Physical Demands**

- Must have a valid driver's license and access to a personal vehicle.
- Must be able to push or lift upto 25 lbs occasionally.

### **Compensation and Benefits**

- 12-month position; Non-union; Exempt
- Compensation varies depending on experience
- Benefit class is Non-union
- Grant Funded Position

### **Evaluation**

Annual evaluation by the Superintendent of Schools.

### **EEO Statement:**

Stratford Public Schools goal is to be a diverse workforce that is representative, at all job levels, of the students we serve. Stratford Public Schools is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.