

2017-2018 Chief Accountability Officer – Key Responsibilities

POSITION:	Chief Accountability Officer	Coordinator of Assessment and Accountability	PIMS Coordinator
NAME:	Linda MacNeal, Ed.D.	Kelly Byrne	Crystal Van Hoorebeke
REPORTS TO:	Superintendent	Chief Accountability Officer	Chief Accountability Officer
	<p>K-12 Education Accountability and Assessment</p> <p>PIMS – Overall oversight of DASD PIMS program</p> <p>Overall oversight of DASD PSSA & Keystone testing programs including the Keystone remediation program.</p> <p>Overall oversight of DASD School Performance Profile (SPP) information including PVAAS data.</p> <p>District and Building Data and Data Team Coordination</p> <p>Literacy Program</p> <p>Literacy and Math RTI</p> <p>K-12 ELL Program</p> <p>State and Federal Program Grants and coordination</p> <p>Transition Program and Practices</p> <p>Summer School, Remediation and extension programs including Camp Success</p> <p>AP and IB Audit</p> <p>Field Trip Approval</p> <p>Coordinate and Create Secondary Course handbooks (Rob Reed does this with input from Matt Friedman.)</p> <p>CCIU Curriculum Liaison (Matt Friedman has been doing this.)</p> <p>Coordination and evaluation of all K12 student intervention programs</p> <p>K-12 National and Local Assessments, including ESAR</p> <p>MS/HS summer schools including blended and cyber programs</p>	<p>Direct the entire K-12 Assessment program, analyzing and communicating the results of state and national standardized testing programs and validating district-developed tests and processes, including benchmarking and reporting tools, such as but not limited to: eDirect, Aimsweb, ReadLIVE GRADE, CDT, Orleans-Hanna,- and On-Hands Schools.</p> <p>Coordinates, directs, and assists in analysis of the work of the three highs schools with all College Board & ACT related tests.</p> <p>Coordinates and assists the high schools in all AP and IB testing analysis.</p> <p>Coordinates, directs, and supports the entire PSSA & Keystone testing programs including the Keystone remediation program.</p> <p>Coordinates the accuracy of all School Performance Profile (SPP) information with the Commonwealth and all DASD schools.</p> <p>Analyzes and reports all SPP data for board, public, and school use both yearly and over time.</p> <p>Uses statistical analysis to calculate the Academic Return on Investment of certain school or district-based programs that the Board or superintendent will periodically request information cost/benefit information about.</p> <p>Facilitate and support central office and building administrators with the process and implementation of data analysis of local, benchmarking and standardized assessments.</p> <p>Lead in the development of educational data warehouse and create frameworks for internal and external data analysis protocols within that structure.</p>	<p>Coordinate data entry, data maintenance, and data correction in district information systems for Federal and State required PIMS reporting.</p> <p>Oversight and responsibility for data preparation and Federal/State reporting (i.e. PIMS, Civil Rights) across multiple departments and buildings.</p> <p>Responsible for data quality assurance and accuracy.</p> <p>Trains all staff members involved in data input and collection on proper procedures.</p> <p>Coordinate various end-users including, but not limited to those users involved in child accounting, special education, human resources, school secretaries, school administrators, in reviewing reports in maintaining PIMS data in district information systems and in meeting reporting deadlines.</p> <p>Ensures all required Federal/State reports are filed timely and accurately.</p> <p>Run and review reports from PIMS system and distributes same reports to end users for review and action.</p> <p>Upload PIMS files to the state system, address errors resulting from file upload, ensures files loaded by state-identified deadline dates. Liaison between PIMS Help Desk and District staff.</p> <p>Reviews PIMS manuals, addresses changes as needed and communicates information with end-users.</p> <p>Works with district information system vendors in handling changes to PIMS reporting requirements and systems.</p> <p>Stays abreast of new information and trends conducted by state and/or vendors on Federal/State reporting.</p>
BOARD CMTE:	Curriculum Committee		