

**METROPOLITAN EDUCATION DISTRICT**  
**Accountability Specialist**



<b>Location:</b>	<b>Metropolitan Education District (MetroED) Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVAE Principal</b>
<b>Classification:</b>	<b>Classified; CSEA Bargaining Unit</b>
<b>Date Approved:</b>	<b>2/12/03, 10/27/15, 7/21/17</b>
<b>Dates Revised:</b>	
<b>Position Control:</b>	<b>#142202, Salary Schedule 2, Range 28, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under the general supervision of a designated administrator, assumes responsibility for State and Federal mandated accountability data collection, analysis, audits, reporting and awareness for the program. Works closely with Administration in implementing accountability reporting procedures and maintains compliance with State, Federal and District reporting requirements.

**AREAS OF RESPONSIBILITY/DUTIES:**

**Essential Functions:**

- Maintain Comprehensive Adult Student Assessment System (CASAS) and District contact regarding federal and/or state accountability forms and database upgrades, problems, and record management
- Develops internal process for the implementation of accountability systems
- Interacts with IT Departments regarding downloads, system software upgrades and any problems with student system regarding accountability processes and collaborates with IT Department to evaluate and recommend upgrades to support internal database structure
- Establishes a program year template configuration to ensure standardized test delivery
- Sets up program classes
- Prepares paper and pencil testing materials sent out to teachers at all off-sites and inventories and orders stock of testing materials, WTUs, and administrative manuals. Sets up e-testing for classes, prepares various testing sessions,
- Creates and registers user access groups
- Manage user accounts and access rights
- Registers and oversees computers as e-Testing stations
- Monitors testing sessions for irregularities
- Provides instructions for staff proctor certifications
- Maintains certification records
- Prints reports for each class and administrator as appropriate, such as data integrity, payment points, nation reporting system, and agency performance. For teacher's reports, such as competency performance summaries, next assigned test, class profile and learning student gains reports
- Maintain records for payment point information, program completers, retention data, student achievement for High School Diploma (HSD) Graduates, and High School Equivalency (HSE) completers
- Trains other technicians, site registrars and teachers how to scan or hand enter entry/update forms, set-up classes and teachers into accountability database

**AREAS OF RESPONSIBILITY/DUTIES (continued):**

**Essential Functions:**

- Prepares and submits End of Year Data and Payment Points Certification Letters
- Facilitates the scanning of tests
- Monitors accountability database to make sure that all information is correct; compiles all accountability data prepares quarterly and end of year reports
- Prepares and uploads required data deliverables and reports to CDE / MIS
- Participates in State Accountability Staff Development and mandatory implementation training and workshops throughout the year work as well as attending accountability network meeting.
- Maintain state and federal reporting requirements for Workforce Innovation and Opportunity Act (WIOA) Title II and Adult Education Block Grant (AEBG)
- Maintain and monitor required state and federal certifications and program compliance
- Maintain and monitor all accountability data to ensure integrity for audit review
- Survey, collect, monitor, audits data into Tracking of Programs and Students (TOPS) personnel wizard and functions for reporting purposes
- Provide program feedback and analysis for areas needing improvement
- Meet and confer with administration to establish and meet accountability requirements and provides demographic reports when requested
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- District attendance accounting procedures
- Current office procedures and practices
- Correct English usage, spelling grammar and punctuation
- Basic computer operations and terminology

**Ability to:**

- Perform multiple, high complex tasks
- Learn student registration and record keeping procedures
- Prepare letters and reports
- Make calculations with speed and accuracy
- Interpret and apply District rules and policies with good judgment
- Deal effectively with a wide variety of personalities and situations
- Requiring diplomacy, friendliness, poise and firmness
- Perform work with accuracy and speed
- Operate office equipment including calculator and computer
- Understand and carry out oral and written instructions

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience/Education:**

- High school diploma or equivalent
- Three (3) years of clerical and/or accountability data experience

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**MINIMUM QUALIFICATIONS (continued):**

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature