



# Coordinator II, Accountability and Research

<b>Reports to:</b>	Chief, Accountability and Research	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Accountability and Research	<b>Structure/Grade:</b>	Unified 129
<b>Division:</b>	Accountability and Research	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Serves as an intersection for various departments, including Research Data & Evaluation, Federal Programs, Assessment Administration, and Schools & Leadership, to ensure alignment between district priorities, divisional professional learning, and data-driven improvement efforts. This position designs and manages professional learning for the Accountability & Research Division, organizes and supports training implementation, facilitates data conversations with school and district leaders, and contributes to the development and monitoring of improvement plans aligned to the district strategic goals. The ideal candidate will bring creativity, strong organizational skills, and analytical expertise to deliver impactful learning experiences and monitor their effectiveness.

## Essential Job Duties

- Designs and manages division professional learning courses, including content creation, organization, scheduling, and LMS uploading.
- Collaborates with subject matter experts to ensure training accuracy, relevance, and alignment with division and district initiatives.
- Provides technical support and guidance during virtual and in-person training sessions.
- Facilitates data-driven goal setting and action planning with school and district leaders.
- Aligns data to school improvement strategies, supports CSIP implementation, and monitors impact on student performance and performance gaps.
- Identifies expected outcomes and performance metrics to support accountability and data literacy.
- Supports data quality, consistency, responsible data usage, and ethical data management practices.
- Maintains and updates the Accountability & Research Handbook and division communication platforms.
- Creates impact checks and presents findings to division and district leadership.

## Qualifications

- Master's degree in Education, Curriculum & Instruction, Educational Leadership, Counseling, Business, or closely related area from a Georgia Professional Standards Commission approved accredited college or university required.
- Minimum five (5) years leading data-driven initiatives in K–12 settings, with experience in instructional leadership, project implementation, school improvement, or Learning Management Systems or closely related experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at levels L5, NL-5, and PL-6 is required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.



### Knowledge, Skills, and Abilities

- Knowledge of project implementation, curriculum, instruction, assessments, and school improvement processes
- Strong analytical skills with the ability to translate complex data into clear, actionable insights.
- Expertise in change management and strategic planning to support systemic improvements through data analytics.
- Excellent communication and presentation skills, with the ability to engage and inform diverse leadership teams.
- Proficiency in analyzing and presenting data to support evidence-based decision-making and alignment to district goals.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines in a dynamic environment.
- Demonstrated ability to build and maintain constructive working relationships with internal and external stakeholders.
- Strong organizational skills, attention to detail, and sound independent judgment in making data-driven decisions.
- Ability to communicate professionally and maintain effective collaboration with internal and external partners.
- Ability to coordinate professional learning efforts across divisions and facilitate feedback loops to support continuous improvement.

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

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

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 12/9/2025*