

Job Title	Coordinator Accountability	Job Title Code	127008
Reports to	Coordinator Accountability and Assessment	Wage/Hour Status	Exempt
Dept/School	Strategic Planning, Analytics, Accountability	Pay Grade	106
		Date Revised	November 21, 2025

Primary Purpose

Support district and campus leaders by coordinating and implementing all aspects of state and federal accountability processes. Lead data analysis, reporting and planning activities to ensure accurate interpretation of accountability indicators. Facilitate data-driven discussions with stakeholders to support continuous improvement and strategic decision-making.

Education/Certification

- Master's Degree from an accredited university
- Valid Texas Teacher Certificate
- Valid Texas Mid-Management, Administrator or Principal Certificate

Special Knowledge/Skills

- Knowledge of state and federal accountability indicators, and reporting requirements
- Ability to collaborate with district and campus stakeholders to design and deliver meaningful accountability resources
- Knowledge of state assessment systems, policies, and regulations
- Skill in working with Senior Data Analysts to create templates and visualizations (for example Tableau dashboards)
- Ability to analyze, interpret, and communicate assessment and accountability data
- Ability to interpret policy, and regulations related to accountability and apply them to ensure compliance
- Ability to independently facilitate professional learning and data-review meetings
- Strong organizational, communication, presentation, and interpersonal skills.
- Ability to collaborate with district and campus stakeholders to design and deliver meaningful accountability resources
- Ability to use data-analysis and data-presentation software/tools

Experience

- Three (3) years teaching experience
- Three (3) years' experience coordinating campus level state assessments and disaggregating data
- Three (3) years campus administrative experience

Major Responsibilities and Duties

1. Coordinate implementation of state and federal accountability requirements and ensure alignment with district goals.
2. Ensure district compliance with all federal, state, and local, accountability, policies, rules and regulations.
3. Monitor and communicate changes in state and federal accountability systems and indicators to district and campus leadership.
4. Lead the collection, disaggregation and reporting of accountability and assessment data to support campus and district improvement planning.
5. Facilitate data-review sessions with campus and district stakeholders to identify trends, strengths, and needs improvement strategies.
6. Develop and manage processes for collecting, verifying, and submitting accountability related data.

JOB DESCRIPTION

7. Support campus in understanding accountability targets, school improvement requirements, and performance expectations.
8. Prepare, and present accountability reports and guidance using a variety of communication formats.
9. Provide training and guidance on accountability requirements, data interpretation, and system updates.
10. Work collaboratively with Assessment Coordinator to ensure understanding of assessment-to-accountability connections.
11. Develop and maintain District policies and regulations related to departmental operations.
12. Work collaboratively with the Academics, School Leadership, and Parent & Student Services departments to develop and maintain a district-level calendar that includes all state and local testing initiatives.
13. Maintain current knowledge and understanding of state and District policies and develop internal department procedures that are in compliance.
14. Provide high-quality customer service to campuses and stakeholders requesting accountability information.
15. Annually evaluate department processes related to accountability to ensure efficiency and effectiveness.
16. Review and update the department Administrative Reference Guide and relevant job descriptions as assigned.
17. Support development of training materials and verify content accuracy prior to publication.
18. Train, supervise, and evaluate assigned staff.
19. Assist with budget planning and monitoring as assigned.
20. Participate in required professional development to maintain current knowledge of accountability systems.
21. Represent the department on assigned committees.
22. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours. Occasional travel within the state and district. Prolonged use of the computer; repetitive hand motions. Stooping, bending, kneeling; frequently lifting and carrying boxes of test material that weigh 10-35 lbs.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____



JOB DESCRIPTION

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.