Job Description
Systems Accountability Officer

Note: This job description is not intended to be an exhaustive listing of tasks to be performed. As with any job in a school, everyone will be called upon to do those "extras" that make the difference between an ordinary school and a great one.

1. *With respect to the Foundation, the Systems Accountability Officer*
   - 1.1 Supports the mission of Choice Foundation;
   - 1.2 Is responsible for assuring continuous improvement of all schools in all aspects of the Choice Foundation model;
   - 1.3 Serves on community boards and government committees as needed;
   - 1.4 Supports the acquisition of private and public grants;
   - 1.5 Serves as a "bench" player, substituting as a school administrator if necessary;
   - 1.6 Performs other duties as assigned by the Executive Director.

2. *With respect to the Executive Director, the Systems Accountability Officer*
   - 2.1 Reports to the Executive Director;
   - 2.2 Represents the Executive Director positively to all constituencies;
   - 2.3 Publicly supports the board and the Executive Director;
   - 2.4 Meets with the Executive Director weekly, one-on-one, after preparing a written report for the Executive Director;
   - 2.5 Provides the Executive Director with data on schools, Divisions, faculty, and student performance on an ongoing basis;
   - 2.6 Serves as a member of the Executive Director's management team, with which the Executive Director meets on a weekly basis;
   - 2.7 Assists the Executive Director in all aspects of Foundation operations as assigned by the Executive Director;
   - 2.8 Keeps the staff focused on being child-centered, standards-based, and data-driven;
   - 2.9 Works toward a resolution of all problems – both routine and unique – as they arise.

3. *With respect to Foundation-wide systems, the Systems Accountability Officer*
   - 3.1 Articulates for internal and external communications the various systems involved with the Choice Foundation model:

     Total Instructional Alignment
     + Data Driven Programming
     <u>+ Extensive Student and Family Support</u>
     Choice Foundation Schools

   - 3.2 Surveys and becomes facile with available data systems;
   - 3.3 Plans/provides professional development;
   - 3.4 Creates school planning and reporting documents for school administration to support their leadership and decision-making;
   - 3.5 Creates and leads audit teams and processes to help assess performance of various programs;
   - 3.6 Analyzes data and creates reports and presentations for the admin team(s), Executive Director, Board of Trustees, public;

3.7 Assesses and makes recommendations regarding programs of Choice Foundation schools;
3.8 Coordinates and supports schools with Compass teacher and leader evaluation process;
3.9 Edits and continues to refine annual system-wide documents, including the Pupil Progression Plan, School Enrollment Packets, and Test Security Manual;
3.10 Coordinates English Language Learner program, meeting regularly with ELL teachers and coordinators to review programmatic compliance and address service delivery effectiveness
3.11 As District Test Coordinator, coordinates and oversees assessment procedures; serves as liaison between the Foundation and the State Department of Education; meets regularly with School Test Coordinators and other internal staff as needed to effectively plan, set up, administer, and monitor internal and state-wide testing.

4. *With respect to curriculum and instruction, the Systems Accountability Officer*
   4.1 Serves as Curriculum Director for Choice Foundation;
   4.2 Oversees curriculum and suggests recommendations for pacing, resources, and assessment;
   4.2 Assists teachers in interpreting assessment data and identifying resources for planning instruction;
   4.3 Creates and coordinates professional learning opportunities for teachers and administrators for Choice Foundation;
   4.4 Plans and presents professional development as needed to support schools and administrators
   4.5 Reviews proposed changes to the curriculum and provides updates on a yearly basis;
   4.6 Makes recommendations to administration regarding problems or concerns relating to curriculum and/ or assessment;
   4.7 Is knowledge of updates and revisions to state mandates; keeps administrators current with updates;
   4.8 Oversees the internal testing program;
   4.9 Supports the schools and their leadership.

SUSAN H. JURKUNAS
[redacted]

Professional Resume

CAREER PROFILE:

Executive with over 25 years of experience in school and business leadership, training, and organization development. Expertise in coaching, curriculum and assessment, leadership, and collaborative teaming.

QUALIFICATIONS:

Accomplished in creating high-performing collaborative teams
Budget management – responsible for multiple budgets in excess of $1,000,000
Experience opening four new schools and working with contractors, vendors and project managers
Successful project design and planning for school and district improvement
Excellent technical writing skills
Coaching expertise with teachers and administration
Experience working with English-language learners (teacher and administrator)
Extensive knowledge of curriculum, effective instructional practices, and assessment
Successful grant writing experience – private, state, federal
Proficient in data analysis and planning
Teaching experience at all levels – elementary, middle school, high school, university
Problem-solver, planner, and visionary
Bilingual (Spanish)

LEADERSHIP EXPERIENCE:

Systems Accountability Officer, Choice Foundation Schools, New Orleans, Louisiana (2012-present)

Educational Consulting Project Implementation Manager, Arizona(2009-2012)

Educational Consultant and Curriculum Writer, Arizona (2008-2009)

School Principal, Phoenix, Arizona(1996-2008)

Federal Projects/ESL Coordinator, Phoenix, Arizona(1990-1996)

TEACHING EXPERIENCE:

Adjunct Faculty (1990-1998) - Arizona State University, University of Phoenix, Rio Salado Community College

Classroom Teacher (1981-1990) - 7th/8th grade bilingual, 4th grade, 9-12 Spanish

EDUCATION:

M.A. Education, Elementary and Multicultural Education, Arizona State University
B.S. Education, Elementary and Spanish, Clarion University of Pennsylvania
Additional graduate credit hours for administration and bilingual certifications