

**Human Resources Section**  
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## **Regional Accreditation Officer – Central Oklahoma (003)**

*Carter, Garvin, Jefferson, Johnston, Love, Marshall, Murray, Pontotoc, Stephens,  
Interlocal Cooperatives and Career Technology Schools*

*(Applications will be accepted for this unclassified vacancy until position has been filled)*

### **GENERAL DESCRIPTION**

Under direction, coordinate state programs, compensatory education programs, the determination of average daily attendance and class size in an assigned area of the state; perform related work as required and/or assigned.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a master's degree in education [*official transcript(s) required*]
- Possession of a valid Oklahoma principal's or superintendent's certificate, and three years experience as a principal or superintendent.

### **KNOWLEDGE/SKILLS/ABILITIES**

- Considerable knowledge of state and federal school laws, rules and regulations, as they pertain to instructional programs, state aid programs and attendance accounting, and education of deprived and disadvantaged youth.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Ability to establish and maintain satisfactory and effective relationships with employees, school officials, and the general public; to express facts and opinions clearly and concisely; to engage in several projects simultaneously.
- Applicants must be willing and able to perform necessary job-related travel.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

### **EXAMPLES OF WORK PERFORMED**

- Audit teachers' attendance registers; establish legal average daily attendance and average daily membership for school district and state aid calculation purposes; audit "basis of entry" for under-age, over-age, non-resident and non-transferred pupils; cooperate with the auditing section in accrediting of Oklahoma public schools; and monitor the statutory requirements for class size.
- Serve on auxiliary Regional Accreditation Officer teams to assist Accreditation and School Finance Divisions in monitoring, assisting and assuring public school compliance with established accreditation/state aid reporting time lines.
- Review the total instructional program and school plant; and recommend methods, materials, teaching media, and curricula for school improvement.
- Review transcripts and certificates in regard to assignment of teaching and administrative personnel.
- Prepare a comprehensive report for the school principals, superintendents, and the local school boards concerning accreditation by the State Board of Education and the North Central Association.
- Assume responsibility for monitoring and accrediting all alternative education programs in the state.
- Serve as chairman of the North Central re-evaluation programs; serve as speaker at teachers' meetings; attend various staff meetings and inservice training programs.
- Be prepared at all times to interpret and explain federal and state laws as well as State Board of Education regulations which relate to school accreditation.

### **COMPENSATION**

Annual Salary - \$51,449      Retirement Contribution - 7% of annual salary      Insurance (health, life, dental, disability) - \$7,691

*Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.*

Code: 4065

Posted: August 9, 2013

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