

Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://sde.ok.gov/jobs



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/superintendent's certificate, or a doctorate in education, education administration or education leadership; and
- Three years' experience as a principal, superintendent, or in the administration of educational programs.

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

REVISED: August 28, 2013

Posted: August 9, 2013

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