JOB SUMMARY

The Accountability Specialist coordinates on-site college program reviews and assists with the design, development, and implementation of system evaluation, planning, data collection and analysis processes.

MAJOR DUTIES

- Coordinates and facilitates the college program review of all TSG technical colleges (on-site monitoring including Carl D. Perkins grant monitoring);
- Participates in the design and implementation of the evaluation and planning system;
- Provides resources and technical assistance to local colleges in the areas of program evaluations, planning, and application for federal funding;
- Coordinates the review of the Carl D. Perkins local application process and provides technical assistance to the colleges;
- Coordinates and facilitates the Consolidated Annual Review (CAR) writing and review process for federal monitoring purposes;
- Assists supervisor in implementing professional development activities for staff and faculty of local colleges;
- Assists supervisor in data collection, analysis, and other management support services for local colleges;
- Assists supervisor in coordinating the review of college plans related to TCSG initiatives (Complete College Georgia, Achieving the Dream and any other student success projects);
- Coordinates the review and updates of State Board policies of the Office of Technical Education;
- Assists in the interpretation of federal and state regulations with regard to career technical education, higher education, and workforce development;
- Maintains reports and records of the colleges’ program review process.

COMPETENCIES

Knowledge of evaluation, planning, budgeting and appropriate job-related federal and state laws
Ability to building and maintain strong relationships
Skill in the operation of computers and job-related software programs
Excellent oral and written communication skills
Excellent interpersonal skills and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Completion of a Master’s Degree in any field *and* Three (3) years of full-time (or equivalent part-time)
professional level work experience in postsecondary education. Experience using Microsoft Office Suite (Excel, Word, PowerPoint, Access and Outlook)

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.