



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

## **PLEASE POST**

The Utica City School District announces the following vacancy:

### **Chief Accountability Officer** (12-Month Management Confidential Position)

#### **QUALIFICATIONS:**

1. New York State Certification as School District Administrator.
2. A Master's Degree with a major in educational administration or equivalent.
3. Ten (10) years of successful teaching experience and five (5) years of successful educational administrative experience.

**REPORTS TO:** Superintendent of Schools; Assistant Superintendent of Curriculum, Assessment and Instruction

**SUPERVISES:** All projects financed with special Federal and State funds; Supplemental services and programs that support the general curriculum, clerical, and accounting staff assigned to this position.

#### **ROLE:**

- Provides the overall district leadership in the ongoing process of developing, implementing and monitoring all accountability and school improvement initiatives in the district.
- Attends and participates in State-Led and School-Led DTSDE Reviews and maintains Lead Reviewer Credential status.
- Develops and supervises all projects financed through special Federal and State funds to assure that all programs are conducted in compliance with prevailing regulations.
- Performs any other duties assigned by the Superintendent of Schools.
- Preparing Federal and State Grant applications.
- Attending all regular Board of Education meetings.
- Oversight of all RTI/AIS staff and their evaluations

#### **MAJOR FUNCTIONS:**

- Advises the Superintendent of Schools on the status of each of the district's specially funded programs to assure compliance with State and Federal laws and current regulations.
- Initiates the timely planning and consultation with administrators who may be involved with the implementation of a granted program.
- Recommends to the Superintendent of Schools, the need for new or revised policies as they relate to changes in the laws or regulations governing programs.
- Serves as resource for Grants Committee, Policy Committee, and Professional Development Planning Committee.



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

- Assists in the development and implementation of State Education Department priorities as they pertain to funded programming.
- Completes and files all Federal and State program applications.
- Completes and files all reports related to Federal/State programs, financial, evaluative, interim and comprehensive, including the DCIP and SCEPs.
- Determines the need for and prepares budget amendments and fiscal expenditure reports as required by the funding agencies.
- Reviews and processes all requisitions for approved items as they relate to Federal programs for both public and the non-public schools involved.
- Prepares Federal budgets for recommendations to the Superintendent of Schools.
- Conducts planning meetings with appropriate staff in preparation for new and continuation grants.
- Exercises budget control of all special Federal and State funded programs in conjunction with the Administrative Director of Curriculum and Instruction.
- Serves as liaison officer with all appropriate Federal and State agencies.
- Establishes and maintains desirable professional relationships with appropriate State Education Department staff, other governmental and private units and agencies, and institutions of higher learning.
- Basic Educational Data System (BEDS): Responsible for preparation, distribution, collation, and transmittal to appropriate schools and offices and to the State Education Department.
- Serves as the District's Title I Coordinator and facilitates any and all Title funds monitoring visits from SED.
- Monitors/Coordinates submission of Impact Aid, Civil Rights Data Collection, Corporal Punishment, Public School Choice, and School Safety and Educational Climate Surveys.
- Collaborates with the Administrative Director of Curriculum and Instruction to ensure program quality, efficient use of resources, coordinate and provide professional development, and to make adjustments in program based on school data.
- Serves as district liaison with non-public school personnel when said schools are involved in the grant process, including: development, implementation and monitoring of academic support programming.
- Assists building and central office administrators in resolving compliance issues and informs the Superintendent of Schools of those not resolved within a reasonable time.
- All other duties as assigned by the Superintendent of Schools.
- Oversees the following departments/Administrators: Student Registration, Pupil/Student Services, Early Childhood Education, Superintendent Hearings, AIS, ENL/AIS.

**SALARY:** Starting at \$154,500.00

Qualified applicants must submit an **Administrator Application** (available on our website – [uticaschools.org](http://uticaschools.org)) or in Human Resource Department, résumé and NYS Certification to Sara E. Klimek, Chief Human Resources Officer, via email: [employment@uticaschools.org](mailto:employment@uticaschools.org) prior to the close of business on **March 8, 2024**.

SEK/ss  
2/12/24