



Job Posting

The newly restructured Division of Data and Research is organized to collect, secure, analyze and report strategic data in innovative and meaningful ways. From the classroom to the legislature, our work informs quality decision-making and inspires purposeful action to continuously improve educational outcomes for Tennessee students. We accomplish this mission through our division's core values of respect, transparency, and agility, which complement the core values of the Tennessee Department of Education.

Our division includes the offices of Accountability, Assessment Logistics, Data Management and Reporting, and Policy and Continuous Improvement, as well as the Research and Strategy unit. Collectively, the division works to ensure that data is accurate, actionable, and accessible within and beyond the department. We are working to realize our vision that public education in Tennessee will exemplify excellence and equity, such that our students universally and unequivocally achieve success after graduation.

We are seeking conscientious individuals to support our mission and vision as part of our high-performing team. If this charge fits your skills and interests, please contact the executive assistant for our division at tammy.billington@tn.gov. We look forward to the possibilities!

Position Title: Project Manager, Office of Accountability
Reports To: Executive Director, Office of Accountability

Position Description:

The Project Manager will report to the Executive Director of Accountability. As a project manager your primary responsibility will be to refine and manage the systems related to the state's accountability framework, school directory, and graduation cohort calculation. Through the management of critical processes, this role is essential to ensuring districts and the state have the information they need to implement appropriate improvement efforts in a timely fashion. In addition to overseeing the processes related to accountability, the project manager will support others in their understanding of these processes, including colleagues at the department, CORE regional offices, and district personnel. The accountability office will have a significant impact in defining and communicating business rules as the state shifts to a new district accountability system. This role will be at the forefront of managing this transition and ensuring that state systems meet user needs, as well as comply with federal and state regulations. Given the importance of the accountability framework, this role is essential to implementing the process faithfully and ensuring that department leadership and stakeholders understand these systems and their implications.

Specific Position Responsibilities:

- Document and communicate business rules and metrics used in the state's accountability systems
- Support the design and implementation of the state's accountability systems
- Create and manage timelines to ensure stakeholders receive information in a timely manner
- Produce effective written and verbal communication on all matters related to accountability, leveraging a variety of mediums and formats
- Anticipate and respond to user questions regarding the accountability framework
- Refine the data management processes related to school accountability, graduation cohort calculations, and the school directory
- Collaborate with the Technology division to oversee the accountability application, graduation cohort application, and school directory

- Serve as an accountability resource to others within the department
- Support and manage quality checks to ensure business rules align with state and federal regulations
- Maintain professional and productive relationships with districts, federal agencies, other external stakeholders, internal stakeholders, and direct reports
- Perform other duties as needed

Qualifications:

The ideal candidate will have:

- Bachelor's Degree (Master's preferred) in the areas of education, public policy, communication, or related fields.
- Minimum of three years' work experience
- Demonstrated ability to effectively manage several projects simultaneously
- Proficiency using Microsoft Office products, including Excel
- Ability to create business rules that are consistent across multiple documents
- Ability to translate complex ideas into easy-to-understand documents
- Track record of delivering products and results under tight timelines
- Exemplary writing skills
- Exemplary verbal communication
- Strong planning, organization, and project management skills
- Strong strategic thinking and creative problem solving skills
- Articulate, professional demeanor with strong self-confidence and initiative
- Team orientation and willingness to contribute at all levels to meet deadlines and complete successful implementation

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail the following to Mary Elam (tammy.billington@tn.gov). While there is no application deadline, applicants will be screened on an ongoing basis.

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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