



Job Title: Associate Director for Teaching and Learning

Written/Revised:

Location: Catholic Center

Office: Catholic Schools

Responsible to: Superintendent

FLSA Code: Exempt (Salaried)

Reports to: Assistant Superintendent for Academics

Pay Range:

I. JOB SUMMARY

Under the supervision of the Superintendent and under the direction of the Assistant Superintendent for Academics and in accordance with established policies and procedures of the Columbus Diocese, the Associate Director for Teaching and Learning coordinates, directs, and monitors functions related to curriculum, instruction, and assessment for the Office of Catholic Schools. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Promote the vision, mission, and core values of the Office of Catholic Schools.
2. Perform curricular research, develop courses of study, and create/revise curriculum guides for PK-12 assuring that our Catholic worldview is embedded in each subject area.
3. Supervise K-12 assessment (local, diagnostic, state, and national criterion and normed reference tests). Serves as the Diocesan testing coordinator. Analyze and report on K-8 diocesan wide testing results.
4. Coordinate use of and gather and assess data from multiple reporting sources (FACTS, PowerSchool, Renaissance/STAR, etc.) and provide guidance to school leaders on how to utilize these tools.
5. Serve as the coordinator and point of contact for Diocesan MTSS processes. Facilitate meetings of intervention specialists and the sharing of resources and best practices.
6. Coordinate eligibility activities for 8th grade algebra program.
7. Maintain teaching and learning page of OCS website.
8. Perform research, review, and selection of textbooks and educational materials. Maintain database of recommended resources.
9. Provide meaningful, mission-oriented professional development for teachers and administrators as needed.
10. Provide guidance to administrators to implement government programs (Third Grade Reading Guarantee, Ohio State tests, graduation requirements, RIMPs, etc.) to ensure compliance with state accountability requirements. Ensure appropriate compliance and reporting from all schools.
11. Respond to administrator questions about curriculum, instruction, and assessment.
12. Provide support and guidance to schools working in new learning models such as classical, STEM, dual language, etc.
13. Maintain membership and participation in appropriate national, regional, and organizations as required. May include travel to relevant conferences and reporting back on what is learned from these events.
14. Complete miscellaneous duties as assigned by superintendent or assistant superintendent.
15. Regular attendance/punctuality is essential for this job.

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Respond via e-mail or telephone regarding questions from parents, principals and teachers.
4. The successful candidate will have to pass competencies for this position.
5. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Bachelor's degree in education, teaching, or a related field is required; Master's degree is preferred. Additionally, professional development is mandatory to remain current in best educational practices; Educator's License from the State of Ohio.

Experience: A minimum of three years of service in Catholic schools is required.

Job Related Skills: Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibits initiative, responsibility and flexibility; ability to research issues using expert materials available on the Internet; requires excellent analytical skills and concern for details and must be proficient in MS Office software – Word, Excel.

Interpersonal Skills: Excellent oral and written communication and human relation skills when dealing with co-workers, students, families and the general public.

Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports, legal documents or government regulations; ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the business and general community at large.

Mathematical Skills: Ability to compute rate, ration, and percent and to draw and interpret bar graphs; ability to manipulate, interpret, and analyze numbers.

Reasoning Skills: Ability to analyze and interpret academic and assessment data and trends. Ability to communicate sensitive information; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a variety of technical instructions in mathematical or diagram form.

Work Environment: The ability to maintain all information highly confidential.

V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary

Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution. Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at here http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

Physical

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
- √ Stairs
- Ladders
- Scaffoldings
- √ Ramps
- Poles
- In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

Coordination

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- √ Driving

Mental

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

Interpersonal

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

Perception

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Superintendent Approval

Date