



Associate Director for Teaching and Learning
Office of Catholic Schools

The Office of Catholic Schools is seeking an Associate Director for Teaching and Learning. The successful candidate will coordinate, direct, and monitor functions related to curriculum, instruction, and assessment for the Office of Catholic Schools as part of the Academics team. Among his or her primary duties, the new Associate Director of Teaching and Learning will:

1. 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.
2. 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.
3. 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.
4. 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.
5. Provide meaningful, mission-oriented professional development for teachers and administrators as needed.
6. 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.

Minimum of a Bachelor's degree in education, teaching, or a related field is required; Master's degree preferred. At least three years of teaching service in a Catholic school is required. Must possess proficient knowledge of the educational technology platforms listed above. Practicing Catholic is preferred. The successful candidate must also have a strong understanding of Catholic education, including the reasons for it and the value of it in the evangelizing mission of the Church.

Our Catholic Schools offer students a daily opportunity to encounter Christ. Across 50 schools in central and southern Ohio, our schools aim to educate the whole child and bring them to love and to serve Jesus Christ.

If you are interested in this opportunity, please send a letter of interest and resume to Carrie Ramsay, Associate Director for Personnel and Licensure, at cramsay@columbuscatholic.org.