

**GROVEPORT MADISON LOCAL BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Assistant Principal, 2026-2027 School Year

Reports to: Building Principal

Employment Status: Regular/Full-time

Date: April 21, 2026

Description: Under the leadership of the building principal, performs professional level duties related to district and building-wide curriculum programs. Provides leadership, coordination and support in the ongoing development, implementation and administration of all phases of curriculum, instruction and assessment. Coordinates and implements building and district-level alignment of curriculum, instruction, assessment and professional development as assigned.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Reports regularly to the building principal and provides him/her with oral reports and/or written summaries regarding the status of curriculum and instruction
- Coordinates compliance with federal, state and local requirements including instructional standards, practices and mandates
- Coordinates and conducts curriculum meetings for required areas as assigned
- Monitors the implementation and evaluation of the curriculum within the assigned areas
- Acts as a resource person to building and district administrators and teachers on issues in the school improvement area
- Meets and coordinates with other area coordinators to promote inter-disciplinary programs
- Attends curriculum and professional conferences as permitted
- Promotes innovation within school improvement
- Works with administration and staff to maintain records of curriculum materials
- Participate in building and district-level meetings on a regular basis in collaboration with the building Principal
- Plan and facilitate building and curriculum level meetings focused on the alignment of curriculum and instructional materials to the state standards by coordinating the review, development and revision of all programs and related curriculum documents and materials, including but not limited to courses-of-study, course outlines and teaching plans
- Troubleshoot unanticipated problems related to curriculum and instruction and work with building principal to provide leadership for positive conflict resolution for school, parents, students and staff
- Serve as district representative to meetings as requested by the building principal
- Assists in providing resources and materials to support staff in accomplishing program goals
- Obtain and use student achievement data to examine curriculum and instruction program effectiveness for curriculum, including the use of trend line data, as a part of the district's curriculum
- Develop and conduct or arrange for staff development sessions, including sessions on delivery instruction, enriched learning in classroom settings, and new instructional practices in all core subject areas
- Disseminate information regarding current research and significant developments on the state and national levels in curriculum
- Compile, maintain and file all physical and computerized reports, records and other documents as required

- Observe/evaluates classroom instruction to encourage, guide and support the faculty and building principal in working toward achieving positive learning results
- Contribute to the design of extended day and year programs and to the integration of these programs with the regular educational program for students and parents
- Complete other tasks as assigned by the building principal
- Oversee new course adoption, as well as course name changes and curriculum realignment and coordinate meetings
- Regularly attend meetings for the program and update the staff and parents accordingly. Coordinate parent/student informational sessions regarding the program

Other Duties and Responsibilities:

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner

Qualifications:

- Master's degree (M.A.) from an accredited college or university in Education Administration.
- Appropriate State of Ohio certification/license
- BCII/FBI clearance
- Minimum of two years experience leading the development of curriculum, assessment and instruction
- Minimum of five years successful experience as a classroom teacher
- Experience in building and/or district level leadership at the elementary level and/or secondary level
- Evidence of training and presentation skills
- Excellent interpersonal communication skills, both oral and written
- Evidence of successful history in working within all areas of curriculum and instruction

Required Knowledge, Special Skills, and Abilities:

- Knowledge of instruction and teaching methods
- Knowledge of Professional Learning Communities
- Knowledge of needs assessment and research methods
- Knowledge of computers and applicable programs and software
- Knowledge of student learning outcomes
- Knowledge of student growth measures
- Knowledge of formative and summative assessment
- Knowledge of applicable local, state and federal laws and regulations
- Skill in developing and monitoring curriculum
- Skill in writing student outcomes
- Skill in reading and writing technical documentation
- Skill in researching and evaluating curriculum standards
- Skill in interpreting and applying local, state and federal requirements and regulations
- Skill in communicating effectively both orally and written form
- Skill in project management and independent problem-solving
- Skill in organizing of multi-tasked work load
- Ability to communicate technical information in a clear and understandable manner
- Ability to utilize technology for communication, data gathering and reporting activities
- Ability to deliver effective professional development to administrative and teaching staff
- Ability to align curriculum
- Ability to read, analyze and interpret academic standards and assessment data
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to work collaboratively with classroom teachers and administrators
- Ability to coordinate district and building-wide programming
- Strong organizational, communication and interpersonal skills

Equipment Operated:

- Interactive white board
- Document camera
- Digital camera
- Camcorder
- Wireless slate
- Telephone
- Computer
- Printers
- Office equipment, e.g., copy machine, fax machine, scanner
- Calculator
- Overhead projector
- Security equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

Terms of Employment:

Per contract with the Groveport Madison Local School District. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.