

GROVEPORT MADISON BOARD OF EDUCATION

JOB DESCRIPTION

Position: Director of Teaching, Learning, and Accountability

Reports to: Superintendent or designee

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description:

Provide leadership for the development, implementation, evaluation, and continuous improvement of the district's curriculum, instruction, assessment, innovation, accountability, and professional learning systems. Oversee instructional programming, federal and state programs, alternative learning opportunities, career readiness initiatives, and district continuous improvement efforts to support student achievement and organizational effectiveness.

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

Essential Functions:

- Ensure safety of students
- Provide leadership in curriculum development, instructional improvement, assessment, intervention, innovation, and accountability systems
- Lead curriculum alignment, course of study revision, instructional resource adoption, and implementation of district instructional goals
- Coordinate the review, selection, adoption, implementation, ordering, inventory, and distribution of K–12 instructional materials, textbooks, and classroom resources
- Conduct instructional resource needs assessments and provide recommendations to the Superintendent
- Coordinate state testing, assessment systems, data analysis, and accountability reporting to support instructional decision-making and student achievement
- Use assessment and state testing data to guide instructional interventions and student support strategies
- Collaborate with teachers and administrators to design and implement intervention programs and supports
- Design, coordinate, and evaluate professional learning, leadership development, and instructional support aligned to district goals and staff needs
- Coordinate certified staff professional development activities and oversee major professional development initiatives
- Facilitate district leadership structures including Professional Learning Communities (PLCs), Building Leadership Teams (BLTs), Teacher-Based Teams (TBTs), Principals' Academies, curriculum leadership teams, principal meetings, new teacher orientation, and back-to-school planning
- Coordinate and support the district Entry Year Program and new educator induction activities
- Serve on the Local Professional Development Committee (LPDC)

- Direct and support the implementation of educator evaluation systems, including OTES, OPES, and OSCES
- Supervise and support personnel assigned to curriculum, instruction, innovation, gifted education, intervention, alternative learning, and related programs, including the literacy coordinator
- Mentor, develop, and evaluate head principals
- Oversee summer school, credit recovery, alternative learning environments, intervention systems, and career readiness initiatives including Career Based Intervention (CBI), College Credit Plus (CCP), workforce development, credential attainment, and work-based learning opportunities
- Establish and maintain partnerships with educational institutions, businesses, community organizations, and agencies to expand student learning opportunities
- Support parent and community engagement activities that promote involvement in the instructional program
- Serve as liaison to Eastland-Fairfield Career and Technical Schools, the Educational Service Center of Central Ohio, and other educational and community partners
- Attend meetings as county representative or designee of the Superintendent
- Coordinate and oversee federal, state, and competitive grants aligned to district goals and instructional priorities
- Monitor implementation and compliance of state and federal programs, accountability measures, and reporting requirements
- Support district and building Continuous Improvement Plans/Strategic Plans through program evaluation, goal monitoring, and data analysis
- Assist with Value-Added reporting, One Plan implementation, and other accountability processes
- Oversee student discipline reporting systems and monitor data trends to support equitable student outcomes and compliance requirements
- One of the Investigators for Title IX complaints and serve as hearing officer for student suspension appeals as assigned
- Coordinate home education records and related compliance requirements
- Support principals, teachers, and district teams in implementing instructional initiatives, intervention systems, and continuous improvement efforts
- Assist the Superintendent in promoting positive staff and community relations
- Manage departmental budgets and assist with budget preparation related to curriculum, instruction, grants, and instructional resources
- Prepare reports, presentations, and communications regarding curriculum, instruction, accountability, and innovation initiatives for the Board of Education, staff, parents, and community
- Represent the district in partnerships and professional organizations related to curriculum, instruction, innovation, and accountability
- Maintain current knowledge of educational research, instructional best practices, technology integration, and state and federal requirements
- Maintain accurate records and reports as required by district, state, and federal requirements
- Maintain confidentiality of student, personnel, and district information

- Maintain a high standard of professionalism, ethics, and confidentiality in all interactions and responsibilities
- Establish and maintain effective professional relationships with staff, students, parents, community partners, and agencies
- Promote positive public relations through professional communication and collaborative relationships with students, staff, families, and community members
- Attend meetings, district events, professional development activities, and work regularly and punctually
- Perform all other duties as assigned by the Superintendent or designee

Qualifications:

- Master's Degree in education or related field
- Appropriate State of Ohio certification/licensure; administrative licensure preferred
- Minimum of five years of successful educational experience, including teaching and/or administrative experience
- Successful principal and district-level experience strongly preferred
- Demonstrated experience in curriculum development, instructional leadership, assessment, accountability, and professional development
- Experience with grants management, federal programs, and strategic planning preferred
- Valid driver's license
- BCII/FBI clearance
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Knowledge of curriculum, instruction, assessment, intervention systems, educational accountability, and school improvement practices
- Knowledge of student learning theory, instructional methodologies, and technology integration
- Strong leadership, organizational, communication, collaboration, and problem-solving skills
- Ability to establish and maintain effective professional relationships with staff, students, parents, community partners, and agencies
- Ability to supervise personnel, manage programs and budgets, analyze data, and coordinate multiple priorities effectively
- Ability to communicate clearly and effectively both orally and in writing
- Ability to handle pressure, stress, and complex situations professionally

Equipment Operated:

- Computer and related technology systems
- Google Suite and learning management systems
- Multi-function office and audio/visual equipment
- Telephone and smart phone
- Motor vehicle

Additional Working Conditions:

- Occasional travel, including evening, weekend, summer, and overnight responsibilities
- Frequent use of computers and standard office equipment
- Frequent standing, walking, sitting, speaking, hearing, reading, and repetitive hand motion
- Occasional lifting, carrying, pushing, or pulling materials up to 50 pounds
- Occasional exposure to outdoor weather conditions, loud noise, bodily fluids, and physically demanding student situations

Terms of Employment:

Per contract with the Groveport Madison Board of Education. Groveport Madison Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, disability, or any other protected status.

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 Superintendent or designee.

Revised May 2026