

Mid-Ohio Educational Service Center

Job Description

Date: 5/27/2022
Title: Director of Teaching and Learning
Reports to: Executive Director of Leadership and Achievement
Employment Status: Full-Time
Days: 224 days
FLSA: Administrative, Exempt

QUALIFICATIONS

- Master's degree or higher with training in curriculum, instruction, assessment, professional development, and leadership preferred
- Valid Ohio teaching license; administrative license preferred
- Administrative/supervisory experience
- Experience in planning, implementing, and coordinating professional development activities in a school environment
- Strong understanding of Ohio's Learning Standards in all content areas
- Successful experience in district improvement
- Mastery of the Science of Reading and structured literacy
- Experience in successfully leading initiatives such as the OIP, MTSS, and multiple types of data analysis
- Basic understanding of special education and gifted education regulations, evidence-based practices, connections to general education, and effective services for students along the learning continuum
- Strong understanding of adult learning theory and experience planning and conducting adult learning activities
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

GENERAL DESCRIPTIONS

The Director of Teaching and Learning provides leadership for Mid-Ohio ESC's full range of services in academic content, improvement processes, and providing "boots on the ground" professional development and customized supports in its partner school districts. Promotes an effective learning environment. Encourages program innovations. Keeps the Superintendent and Executive Director of Leadership and Achievement informed about emerging issues.

ESSENTIAL FUNCTIONS

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

The Director of Teaching and Learning provides leadership, planning, support, and direct oversight for the Teaching and Learning department, the Gifted department, and ongoing literacy grants. The following is a sample of responsibilities in each area.

- The Teaching and Learning department: Direction for district-level planning of services, communications with superintendents and curriculum directors, ongoing contact with consultants serving in each district, oversight of ongoing service implementation, ensuring fulfillment of contracted services and days, occasionally providing direct services to teachers and administrators, and related duties as needed
- The Gifted department: Support the Gifted Lead's work, maintain contact with consultants, review bi-monthly reports, approve ordering materials, support the planning/delivery of student events as requested, and provide related assistance as needed
- Literacy grants: Take a leadership role in grant writing as needed, oversee fulfillment of grant goals/requirements/ODE reviews, ensure proper procurement processes, and set up and maintain budgets

In all areas:

- Maintain visibility while promoting a favorable image of the service center
- Build community/school partnerships that enhance the service center's operational effectiveness
- Model outstanding communication skills with teachers, administrators, and superintendents and ensure team members maintain these skills
- Help develop and implement the service center's continuous improvement plan
- Collaborate with partner schools to identify, develop, and implement services and supports
- Develop a strategy to accomplish personal performance objectives within specified timelines
- Develop action plans and help resolve problems
- Maintain open and effective communications with staff and partner schools
- Conduct interviews, hire personnel, and complete related paperwork
- Express high expectations for staff performance
- Actively pursue funding opportunities through grant writing as requested
- Keep current with educational issues, instructional practices, and program innovations
- Serve as an information resource for staff and member districts
- Participate in professional growth opportunities
- Conduct staff performance evaluations for all assigned personnel
- Approve the purchase of supplies and equipment in accordance with the educational plan and department budget allocations
- Participate with appropriate strategic partners to maintain current budget and educational knowledge

- Participate as an active member of the Mid-Ohio administrative team that seeks to meet the needs of its partner districts
- Perform all other job-related duties as directed by the Director of Leadership and Achievement or his/her designee

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client request for service
- Participates in professional development that relates to the position
- Operates standard office equipment including computers, word processing, spreadsheets, and communication software
- Stays current on education issues and initiatives

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities including standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Executive Director of Leadership and Achievement according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received