

## Assistant Director

**STARTING DATE:** 2022-2023 School Year  
**REPORTS TO:** Director of Secondary Education  
**WORK YEAR:** 232 days  
**SALARY RANGE:** Appropriate step on Administrator's Salary Schedule - Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Master's Degree in Educational Administration or instruction and Ohio Administrative License appropriate for the assignment
- Minimum of three (3) years' successful experience as a Director or Assistant, High School Principal or Assistant, or other Central Office experience
- Understanding of Ohio's learning standards for Career-Tech as well as academics and graduation requirements
- Demonstrated instructional leadership involving interactive communication, stakeholder engagement and a commitment to high standards
- Excellent communication, planning, organizational, and human relation skills with successful experiences in strategic planning
- Experience in successful classroom management and instructional practices
- Consistently high expectations for student outcomes and continually ambitious for increased pupil success
- Strong curriculum knowledge with expertise in assessment strategies and the ability to identify, analyze and incorporate data in decision-making
- Must embody high ethical standards/integrity and promote honesty and is a positive, professional role model in all situations
- Accepts personal responsibility for decisions and leadership expectations
- Documented evidence of a clear criminal record
- Comply with drug-free workplace rules and board policies

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Provide district-wide vision and leadership in developing, achieving, and maintaining outstanding educational opportunities and academic success for students in a career technical center
- Coordinate activities of school advisory committees, career technical student organizations (CTSO's), focus groups, etc.
- Assist in the preparation of budgets for the programs and monitor expenditures of approved budgets
- Plan, develop, and implement a comprehensive program for students in career and technical education
- Supervise and conduct personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance, and granting leave
- Provide direction, consultation, and supervision to employees on individual cases and on interpretation of federal, state, and local policies and procedures
- Lead and support business and postsecondary partnership opportunities in order to provide high quality career and college experiences for students
- Develop and maintain professional relationships with administrators, associate school administrators, support staff, counselors and teachers
- Complete all assigned Federal, State or Local reports as directed
- Establish a strong and positive Career Tech Educational (CTE) program to enhance student and staff culture
- Provide support to staff in the integration of Individual Education Plan (IEP) accommodations, academic standards, employability skills, and state technical standards
- Support staff on a day-to-day basis and provide instructional coaching, professional development, and leadership
- Develop, coordinate, and manage CTE programs and academics to align with the Districts' strategic plan, values, and mission statement
- Develop and implement standards, policies and procedures related to career and technical education; Develop short and long range goals for staff, monitor the progress of various services, and make recommendations for changes
- Coordinate with local agencies, parents, and school personnel to resolve problems and secure needed resources and services
- Oversee assigned Supervisor's and programs that meet the expectations and requirements of the Board of Education and the state of Ohio mandates
- Respond to calls and correspondence regarding programs, day to day operations, and services
- Uphold board policies and follow administrative guidelines
- Attend professional development events as directed
- Provide leadership and coordination for all CTSO activities and attend such events to support students
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Maintain an acceptable attendance record and be punctual, displaying and modeling a strong leadership example to others
- Perform other specific job-related duties as directed including special activities as assigned

**DEADLINE:** Open until filled.  
Visit <https://www.greeneccc.com/HumanResources> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
Greene County Career Center  
532 Innovation Drive  
Xenia, OH 45385

**Date Posted:** June 3, 2022