

## Supervisor of Student Affairs

**STARTING DATE:** 2026-2027 School Year  
**REPORTS TO:** Director of Secondary Education  
**WORK YEAR:** 232 days/year  
**SALARY RANGE:** Appropriate step on Administrator's Salary Schedule - Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Master's Degree with Secondary Administrator's Certification or Alternative Administrative Licensure
- Demonstrated successful secondary administrative, satellite, and teaching experience; career-technical experience preferred
- Demonstrated understanding of Ohio's Standards for Career-Tech as well as Ohio's Learning Standards/graduation requirements
- Demonstrated leadership ability based on strong interactive communication and commitment to high standards
- Demonstrated experience with course of study development, staff evaluations, and successful professional development strategies
- Excellent communication, planning, organizational, and human relation skills
- Proven ability to work as a team member, assisting with all administrative duties as directed
- Provide documented evidence of a clear criminal record

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Serve as a member of a cohesive leadership team in planning instructional improvement while assisting and supporting the full operations of and organizational improvement for the District as needed
- Positive and professional interactions with students and staff on a daily basis
- Administration of student discipline and attendance policies within the framework established by the GCCC Board of Education and Administration
- Actively assist in upholding and enforcing school rules, administrative regulation and board policy for the Career Center and each member school
- Transport students to and from work study assignments; Ability to obtain Ohio School Van Driver Certification within 6 months of appointment
- Provide leadership in overall classroom and building discipline in order to maintain a safe environment conducive to engaged learning opportunities and student achievement; assisting with staff training as appropriate
- Regularly reviews and updates Parent/Student Handbook requirements as necessary
- Provide assistance for instructors in establishing classroom management plans that help keep disciplinary problems to a minimum
- Analyze and use data to improve student achievement basing all decisions on relevant and current data and best practices
- Prepare and analyzes statistical reports of pertinent attendance and discipline data to be shared with Administration
- Establish and maintains positive and proactive communications regarding attendance and discipline with GCCC students, parents, staff, administration, member school personnel, law enforcement, and appropriate juvenile court representatives
- Monitor and evaluates the instructional delivery practices of assigned instructors ensuring each instructor has a clear understanding of teaching standards, high student expectations, increased student performance and maximum student engagement in classroom learning
- Incorporate training to assist staff with increased interest, participation and enrollment for on-campus programming
- Serve as a positive ambassador for the Greene County Career Center to students and staff, all member schools and to the public
- Display a strong passion for career and technical educational opportunities for students in both lab and academic classrooms
- Collaborate with the administrative team to develop and coordinate powerful and sustainable professional development opportunities for instructors
- Work under the guidelines of the Greene County Career Center's Mission Statement and goals
- Prepare staff assignments, schedules and other administrative duties as directed
- Attend district and state professional development events as directed
- Provide leadership and coordination for all career-technical student organization activities and attends such events as directed
- Serve as a role model for leadership, teamwork, high expectations and high performance in all aspects of GCCC operations
- Maintain complete and accurate records as required by law, district policy and administrative regulation including support as needed
- Assist with staff supervision on an as-needed basis including engagement with staff performance evaluations for assigned staff members
- Maintain an acceptable attendance record and is punctual displaying and modeling a strong leadership example to others
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled.  
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process or submit online application at [Job Openings - Strategic Solutions \(myscv.com\)](http://Job Openings - Strategic Solutions (myscv.com))

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