

# Tri-Rivers Career Center & Center for Adult Education

## VACANCY POSTING

*A school where you are ALLOWED to, INSPIRED to, and EXPECTED to be AMAZING!*

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| <b>POSTING DATE:</b>         | March 18, 2024 – April 1, 2024   |
| <b>POSITION:</b>             | <b>Executive Director</b>  |
| <b>REPORTS TO:</b>           | Superintendent   |
| <b>MINIMUM REQUIREMENTS:</b> | <ul style="list-style-type: none"> <li>• Master’s degree with current and valid Ohio Administrative License</li> <li>• Minimum of 3 years administrative experience with a variety of teaching and/or supervisory activities, including supervision of successful programs and a strong background in career-technical education (preferred)</li> <li>• Effective communication and leadership skills</li> <li>• Ability to constructively evaluate and implement sound teaching techniques</li> <li>• Possess an attitude of cooperation and teamwork</li> <li>• Evidence of successful leadership experience related to career technical education programs, counseling, alternative programs, teacher training, parent engagement, instructional strategies, intervention support, and use of data to increase student achievement and success.</li> <li>• Management experience in overseeing and evaluating staff’s work to specified performance goals and outcomes.</li> </ul>  |
| <b>RESPONSIBILITIES:</b>     | <ul style="list-style-type: none"> <li>• Provides instructional leadership to staff.</li> <li>• Responsible for building administration and the safety and welfare of both students and staff.</li> <li>• Coordinates student activities and provides assistance in public relations.</li> <li>• Assists the Superintendent in the overall administration of the school.</li> <li>• Supervises all Directors, Academic Staff, Career Technical Education Staff including instructors, secretaries, and related personnel.</li> <li>• Compiles, maintains, and files all legal and administrative reports and records.</li> <li>• Keeps informed of all legal requirements governing education and career technical programs.</li> <li>• Oversees ordering and supervising the distribution of materials for programs and courses.</li> <li>• Oversees opportunities for in-service training in support of curricular and instructional program.</li> <li>• Attends regular meetings of the Board of Education and upon request, other meetings including executive session.</li> </ul> |

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| <p><b>RESPONSIBILITIES</b><br/><i>Continued:</i></p> | <ul style="list-style-type: none"> <li>• Assists with testing and analyzing data about key areas of educational performance and continuous improvement plans.</li> <li>• Works cooperatively with Superintendent and Board of Education.</li> <li>• Plan and implement high quality professional learning opportunities in a purposeful, structured and continuous process.</li> <li>• Provide leadership in developing, achieving and maintaining research-based best practices for all student programs.</li> <li>• Provide leadership in gathering information to create new programs or services based on district or student need.</li> <li>• Provide leadership with all other staff members.</li> <li>• Provide leadership in fiscal management for long-term revenue sustainability, developing revenue sources, i.e. grants, and controlling expenditures accordingly.</li> <li>• Approve the purchase of supplies and equipment in accordance with the educational plan and department budget allocations.</li> <li>• Analyze data to develop innovative programs to improve relationships to school districts and other public entities.</li> <li>• Conduct staff performance evaluations for all assigned personnel.</li> <li>• Provide leadership on the organization’s Leadership Team and Administrative Team by collaborating on initiatives and projects.</li> <li>• Serve as a resource and liaison with school districts relating to student topics.</li> <li>• Manages individual and group interactions skillfully and respecting diversity.</li> <li>• Possesses a high level of professional and ethical standards.</li> <li>• Creates growth environments for others in the organization.</li> <li>• Values positive relationship and relates well with others.</li> <li>• Motivates others through modeling of expected behaviors and demonstrates a high work orientation.</li> <li>• Possesses strong written and oral communication skills; is a skilled communicator.</li> <li>• Takes initiative.</li> <li>• Operates as a highly organized administrator, is well prepared and possesses well defined professional order and structure</li> <li>• Demonstrates a collaborative approach by having a willingness and ability to work with and through others.</li> <li>• Experience in working with parents and the general public.</li> <li>• Adjust work hours necessary to complete duties.</li> <li>• Occasional interaction among unruly students/adults.</li> </ul> <p>NOTE: The above lists are not ranked in order of importance, or meant to be all inclusive list</p> |
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| <b>WORK YEAR:</b>                       | A twelve month contract (260 days) with twenty five (25) days of vacation yearly. The contract year shall be from July 1st through June 30th.   |
| <b>SALARY:</b>                          | Based on education and experience.  |
| <b>BENEFITS:</b>                        | Comprehensive package including medical, dental, prescription, vision and life insurance  |
| <b>STARTING DATE:</b>                   | July 1, 2024  |
| <b>APPLICATION PROCEDURE:</b>           | Submit a Certified Employee Application (available online at <a href="http://tririvers.com">http://tririvers.com</a> ), Resume, Credentials, Three Letters of Recommendation.   |
| <b>SUBMIT APPLICATION MATERIALS TO:</b> | <b>Marcie Whited, Executive Assistant</b><br><b>Tri-Rivers Career Center</b><br><b>2222 Marion Mt. Gilead Road, Marion, OH 43302</b><br><b>(740) 389-8515</b><br><a href="mailto:mwhited@tririvers.com">mwhited@tririvers.com</a> |

Equal Opportunity: In accordance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, The Tri-Rivers Career Center Board of Education has a policy prohibiting discrimination against any person on the basis of sex, race, religion, disability, age or national origin.