



Director of Secondary Education

STARTING DATE: 2017-2018 School Year
REPORTS TO: Superintendent
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, 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 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
- Accept personal responsibility for decisions and leadership expectations
- Experience implementing one-to-one technology integration to enhance instruction
- 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
- Cultivate leadership and professional growth for the development of self and others
- Utilize appropriate strategies and problem solving skills to make decisions regarding planning, utilization of funds, delivery of services and the evaluation of Career Technical and Academic services provided
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions
- Provide assistance for instructors in establishing classroom management plans that help keep disciplinary problems to a minimum
- Improve student achievement basing all decisions on relevant and current data and best practices
- Participate as an active member and leader of the Career Center's management team. Help develop and implement the Career Center's strategic plan
- Establish and maintain positive and proactive communications regarding attendance and discipline with GCCC students, parents, staff, administration, member school personnel, law enforcement, and juvenile court(s)
- Serve as a member of a cohesive leadership team promoting individual and organizational instructional improvement
- Monitor and evaluate 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 the learning process
- Develop and maintain positive collaborative relationships with associate school administrators, support staff, counselors and teachers
- Serve as a positive ambassador for the Greene County Career Center to students and staff to all member schools and to the public
- Display a strong passion for career technical educational opportunities inside and outside the building
- Collaborate with the administrative team to develop and coordinate powerful and sustainable professional development opportunities for instructors and staff
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals; Uphold board policies and follow administrative procedures
- Prepare staff assignments, schedules and other administrative duties as directed
- Attend professional development events as directed
- Provide leadership and coordination for all career-technical student organization activities and attend such events as often as possible
- 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

DEADLINE: Open until filled.
Visit <http://www.greeneccc.com/Page/38> for instructions on the application process

APPLY TO: David Deskins, Superintendent
Greene County Career Center
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