

JOB POSTING – ASSISTANT DIRECTOR

Date: January 9, 2012

Position: Assistant Director

Qualifications: Deep understanding and commitment to career-technical education and the ability to structure and/or restructure career-technical programs for greater student and workplace success.

Highly-skilled communicator who functions as building and campus leader in serving the students, staff and broader EHOVE community with quality instruction, curriculum and administrative duties.

Ability to lead, coordinate and/or facilitate groups and evaluate programs and people with care and integrity that reflect EHOVE's mission and vision.

Commitment to developing team skills in serving on overall administrative teams and various EHOVE committees

Ability to mobilize people who will, in turn, develop quality educational and extra-curricular activities that bring EHOVE students local, state and national access and opportunities for excellence.

Communication skills focused on win/win results for students and staff in all operational and disciplinary duties.

Expertise in managerial and administrative skills that focus on safety, professional development and technology that enhance the educational process.

Demonstrated skill in evaluating and coaching staff and students for higher expectations, more engagement, outstanding results and improvement.

Excellent time and project management skills in order to handle multiple and competing priorities embedded in the Assistant Director's role and functions including budgeting, facilities, personnel records and organizational paperwork.

Minimum Valid Ohio Principal's License

Qualifications: Meets all health, legal and bonding requirements needed for local, state and national compliance.

Contact: Kay Schindley, Administrative Assistant to the Superintendent,
419.499.4663 Ext. 244, / kschindl@ehove.net

Interviews tentatively scheduled for the week of February 27, 2012

In accordance with Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the EHOVE Career Center's policies prohibit discrimination against any person on the basis of race, color, national origin, gender or disability.