Assistant Superintendent

STARTING DATE: 2020-2021 School Year
REPORTS TO: Superintendent
WORK YEAR: Twelve (12) month – 260 days
SALARY RANGE: Appropriate step on Administrator’s Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:
- Appropriate valid Ohio Superintendent certification
- Master's Degree or higher
- Minimum seven (7) years successful experience in teaching/school administration. Career Technical background is preferred
- Two (2) or more years central office experience is preferred
- Exceptional leadership/management skills
- Understanding of various teacher certifications/licenses
- 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
- Proven ability to work as a team member, assisting with all administrative duties as directed
- Excellent communication, planning, organizational, and human relation skills
- Provide documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:
- Assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services
- Delivers public speaking engagements as assigned
- Serves as liaison with all supervisors and central office personnel and serves as the Superintendent's designee when assigned
- Directs the overall coordination of adult education
- Directs and conducts the recruitment, selection, orientation, and induction of educational staff needs in the district for all Career Technical and Academic areas
- Develops and directs standardized ways to assess applicants throughout the district
- Directs the overall evaluation process by assisting administrators and supervisors in setting goals, coaching to competency, evaluation techniques, and language, plans of assistance and formal evaluation documentation, identify patterns and/or needs within the annual evaluation cycles and recommend ways to address them
- Actively assists in upholding and enforcing of school rules, administrative regulation and board policy for the Career Center and member schools
- Serves as a positive ambassador for the Greene County Career Center to students and staff, all member schools and to the public
- Collaborates with the administrative team to develop and coordinate powerful and sustainable professional development opportunities for instructors
- Works under the guidelines of the Greene County Career Center’s Mission Statement and goals
- Attends district and state professional development events as directed
- Provides leadership and assists as needed with coordination for career-technical student organization activities and attends if needed
- Serves as a role model for leadership, teamwork, high expectations and high performance in all aspects of GCCC operations
- Maintains complete and accurate records as required by law, district policy and administrative regulation including support as needed
- Assists with staff supervision on an as-needed basis including engagement with staff performance evaluations for assigned staff members
- Maintains an acceptable attendance record and is punctual displaying and modeling a strong leadership example to others
- Remains free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Coordinating curriculum, instruction, assessment, staff development, budgeting, as well as new program development and expansion
- Develops and maintains collaborative relationships with associate school administrators, special education colleagues, department heads, counselors, and teachers
- Assumes any other responsibilities as assigned by the Board of Education, Superintendent, or their designee(s)

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, 2960 W Enon Road, Xenia, Ohio 45385
www.greeneccc.com

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