



Assistant Supervisor Student Affairs

STARTING DATE: 2015 - 2016 School Year

REPORTS TO: Supervisor of Student Affairs

WORK YEAR: 195 days

SALARY RANGE: Commensurate with experience and education Placement on Assistant-Supervisor Schedule

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Master's Degree with appropriate Principal's Licensure
- Proven leadership ability
- Documented successful classroom teaching experience
- Must have computer skills for data entry and word processing
- Excellent human relation skills
- Proven ability to work as a team member
- Possess exceptional organizational skills
- Excellent oral and written communication skills
- Meet all mandated health requirements (e.g., negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Establish and maintain positive and proactive communications regarding attendance and discipline with Penta Career Center students, parents, staff, administration, member school personnel, law enforcement, and appropriate juvenile courts
- Administration of school discipline and attendance policies within the framework established by the Penta Career Center Board of Education and Administration
- Assist in overall classroom and building discipline, in order to maintain a safe environment conducive to engaged learning opportunities and student achievement
- Provide assistance for teachers in establishing classroom management plans that help keep disciplinary problems to a minimum
- Serve as a role-model for leadership, teamwork, high expectations and high performance in all aspects of Penta operations and HSTW goals and practices
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551