



Supervisor of Career-Technical Education – Construction/Manufacturing

STARTING DATE: 2017 - 2018 School Year
REPORTS TO: Director of Career-Technical Education
WORK YEAR: 12 months (260 days)
SALARY RANGE: Appropriate step on Supervisor Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Master's Degree with Secondary Administrator's Certification
- Demonstrated successful secondary administrative and teaching experience, Career Tech experience preferred
- Proven leadership ability
- Demonstrated understanding of Ohio's Standards for Career Tech as well as Ohio graduation requirements
- Excellent communication, planning, organizational, and human relation skills
- Proven ability to work as a team member
- Demonstrated leadership ability based on strong interactive communication and commitment to high standards
- Experience as a credentialed evaluator in the Ohio Teacher Evaluation System
- Demonstrated experience with course of study development, staff evaluations, and professional development strategies
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Coordinating curriculum, instruction, assessment, staff development, budgeting, as well as new program development and expansion
- Monitor and evaluate the instructional delivery practices of all instructors under your supervision, making sure each has a clear understanding of high student expectations, increased student performance and maximum student engagement in lab and classroom learning.
- Develop and maintain positive collaborative relationships with associate school administrators, department heads and teachers
- Serve as a liaison and advocate between the identified needs of teachers and Penta in areas of EMIS, class rosters, inventory, equipment, materials, and instructional support
- Serve as a role-model for leadership, teamwork, high expectations and high performance in all aspects of Penta operations and HSTW goals and practices
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and board policy
- Work under the guidelines of Penta's mission statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment in the district
- Assume any other responsibilities as assigned by the board of education, superintendent, CT Director, or their designee(s)

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

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