

***A school where you are ALLOWED to, INSPIRED to, and EXPECTED to be AMAZING!***

***VACANCY POSTING***

**Tri-Rivers Career Center &**

***Center for Adult Education***

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| ***POSTING DATE:*** | **June 28, 2017** |
| ***POSITION:*** | **Business Management/Industry Credential Instructor** |
| ***REPORTS TO:*** | **Principal/Director** |
| ***MINIMUM REQUIREMENTS:*** | High School diploma and a minimum of 5 years of full-time work experience in a business management/industrial credential area trade area and the ability to obtain and/or currently hold a valid Ohio Career  Business Management Career Technical license. If not already certified through ODE you must participate in approved state teacher education training to obtain a valid Ohio Career Technical Certificate/License in the area of instruction.  Some instructional or supervisory experience preferred.  Demonstrate a sincere desire to aide all students. |
| ***RESPONSIBILITIES:*** | Provide instruction for Sophomores, Juniors and Seniors in the Business Management field.  Focused curriculum delivery of Microsoft Office Suite, ensuring students ability to earn industry credentials in at least 12 hours of coursework.  Committed to working with community members to create a working partnership among area businesses.  Demonstrate organizational, communication, instructional and human relations skills.  Must relate effectively with students, parents, staff, and community members.  Ability to maintain professional standards. |
| ***WORK YEAR:*** | 184 day contract (possible 1-5 extended service days beyond the  contract) |
| ***SALARY:*** | Based on certification/licensure, degree and/or related work experience |
| ***BENEFITS:*** | Medical, Dental, Prescription Drug, Vision Life |
| ***STARTING DATE:*** | August, 2017 |
| ***SUBMIT APPLICATION MATERIALS BY:***  ***July 12, 2017*** | Submit a certified employee application (available online at http://tririvers.com), a resume and three letters of recommendation to:  ***Debbie Curtis, Executive Assistant***  ***Tri‐Rivers Career Center***  ***2222 Marion Mt. Gilead Road, Marion, OH 43302 (740) 389‐8515*** [dcurtis@tririvers.com](mailto:dcurtis@tririvers.com) |

Equal Opportunity: In accordance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, The Tri-Rivers Career Center Board of Education has a policy prohibiting discrimination against any person on the basis of sex, race, religion, disability, age or national origin.