

Tri-Rivers Career Center & Center for Adult Education

VACANCY POSTING

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

POSTING DATE:	June 28, 2024
POSITION:	Director of CTE and Student Pathways
REPORTS TO AND EVALUATED BY:	Assistant Superintendent
GENERAL DESCRIPTION:	Under the direct supervision of the Assistant Superintendent, the Director of CTE and Student Pathways provides leadership in the development, implementation and evaluation of all Tri-Rivers Career Center career technical and school programs. It is the responsibility of the Director of CTE and Student Pathways to understand current educational laws, direct and implement programs and services to best meet the needs of the students served by Tri-Rivers Career Center.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Supervises career technical education staff including instructors, secretaries, and related personnel. • Compiles, maintains, and files all legal and administrative reports and records. • Keeps informed of all legal requirements governing career technical education. • Assists in ordering and supervising the distribution of materials for programs and courses. • Works with administrative staff to provide opportunities for in-service training in support of curricular and instructional program. • Attends regular meetings of the Board of Education and upon request, other meetings including executive session. • Assists with testing and analyzing data about key areas of educational performance and continuous improvement plans. • Works cooperatively with Superintendent, Principal and Executive Director. • Plan and implement high quality professional learning opportunities in a purposeful, structured and continuous process. • Provide leadership in developing, achieving and maintaining research-based best practices for all student programs. • Provide leadership in gathering information to create new programs or services based on district or student need. • Provide leadership with all other staff members.

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<p>RESPONSIBILITIES <i>Continued:</i></p>	<ul style="list-style-type: none"> • Provide leadership in fiscal management for long-term revenue sustainability, developing revenue sources, i.e. grants, and controlling expenditures accordingly. • Approve the purchase of supplies and equipment in accordance with the educational plan and department budget allocations. • Analyze data to develop innovative programs to improve relationships to school districts and other public entities. • Conduct staff performance evaluations for all assigned personnel. • Provide leadership on the organization’s Leadership Team and Administrative Team by collaborating on initiatives and projects. • Serve as a resource and liaison with school districts relating to student topics. <p>NOTE: The above lists are not ranked in order of importance, or meant to be all inclusive list</p>
<p>PERSONAL QUALITIES:</p>	<ul style="list-style-type: none"> • Manages individual and group interactions skillfully and respecting diversity. • Possesses a high level of professional and ethical standards. • Creates growth environments for others in the organization. • Values positive relationship and relates well with others. • Motivates others through modeling of expected behaviors and demonstrates a high work orientation. • Possesses strong written and oral communication skills; is a skilled communicator. • Takes initiative. • Operates as a highly organized administrator, is well prepared and possesses well defined professional order and structure. • Demonstrates a collaborative approach by having a willingness and ability to work with and through others. • Experience in working with parents and the general public.
<p>WORKING CONDITIONS:</p>	<ul style="list-style-type: none"> • Adjust work hours necessary to complete duties. • Occasional exposure to blood, bodily fluids, and tissue. • Occasional operation of a vehicle under inclement weather conditions.

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WORKING CONDITIONS <i>Continued:</i>	<ul style="list-style-type: none"> • Occasional interaction among unruly students/adults. • Physical abilities include sitting for extended periods. • Talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required. <p>NOTE: The above lists are not ranked in order of importance, or meant to be all inclusive list.</p>
WORK YEAR:	A 260 day contract
BENEFITS:	Comprehensive package including medical, dental, prescription, vision, and life insurance
STARTING DATE:	To be determined
APPLICATION PROCEDURE:	To Apply - Submit a certified employee application (available online at http://tririvers.com), Resume, Credentials, Three Letters of Recommendation, copy of current certificate(s)/license(s) along with a cover letter briefly describing applicants knowledge of position, and views regarding effective academic and special needs program management
SUBMIT APPLICATION MATERIALS TO:	<p>Marcie Whited, Executive Assistant Tri-Rivers Career Center 2222 Marion Mt. Gilead Road, Marion, OH 43302 (740) 389-8515 mwhited@tririvers.com</p>

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.