



POSITION ANNOUNCEMENT

8811 Career Drive, Piqua, OH 45356-9237

OPEN POSITION: MEDIA & PROGRAM SPECIALIST – ADULT DIVISION
LOCATION: ADULT TECHNOLOGY CENTER
EMPLOYMENT BEGINS: AUGUST 1, 2018
APPLICATION DEADLINE: JULY 13, 2018

GENERAL JOB DESCRIPTION:

Coordinates marketing and recruiting initiatives, oversees accreditation, and assists with new program development for the Adult Education Division.

RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

- Works with Adult Education Division staff to prepare marketing materials, coordinates marketing activities, and promotes community awareness for recruitment purposes.
- Plans and coordinates student recruitment initiatives. Promotes awareness of adult education programs and services to the general public.
- Serves as the Adult Division liaison to high school counselors and students as well as the Aspire staff and students.
- Collaborates with the district Public Relations Coordinator to develop creative adult education marketing, recruitment materials, and to update website content.
- Assists the Director of Adult Education in the oversight of accreditation and reporting.
- Assists the Director of Adult Education to ensure quality programming through maintaining compliance with accreditation standards and reporting.
- Coordinates with the Adult Director to develop new programs based on workforce needs.
- Keeps abreast of program standards and makes recommendations to meet program approval requirements.
- Assists with writing and/or coordinating adult workforce related grants.
- Assists with the development of special projects and/or pilot projects that will enhance the Adult Division.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Valid Ohio Department of Education adult education license/certificate as determined at the time of employment.
- A minimum of five years marketing, recruiting work experience, and/or experience in post-secondary accreditation.
- Proficient in spelling, proofreading, and the correct use of grammar.
- Proficient with Google platform, Microsoft Office Suite, and Adobe Creative Suite.
- Demonstrates writing, layout, graphic design, and web page design skills.
- Ability to implement persuasive marketing and communication strategies.
- Excellent interpersonal and written communication skills
- Preference given to candidates familiar with post-secondary accreditation standards.

POSTED: 6/22/18

QUALIFICATIONS (CONT'D):

- Meets the *Licensure Code of Professional Conduct for Ohio Educators* qualifications.
- Meets all mandated health screening requirements.
- Maintains a record free of criminal violations that would prohibit public school employment. Able to successfully pass a BCI/FBI background check.
- Maintains compliance with drug-free workplace rules, Board policies, and other applicable procedures/guidelines.

SALARY:

Appropriate placement on the Adult Full Time Regular Salary Schedule to be determined by education and experience. Salary will range from \$37,135 to \$67,144 (Class III). Base contract is 240 days. Minimum workday 8 a.m. – 4 p.m. One-year contract with opportunity for renewal.

OTHER BENEFITS:

School Employees Retirement System, Worker's Compensation, paid sick/personal leave, partial tuition reimbursement, and tax-sheltered retirement contributions. Medical, dental, vision, and life insurance offered. Some benefits are a shared cost between the employee and the Board of Education.

PERFORMANCE EVALUATION:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Upper Valley Career Center.

This job posting description identifies general responsibilities and is not intended to be a complete list of all duties performed. The information contained in this document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

INTERNAL APPLICANTS MAY APPLY BY SENDING A LETTER OF INTEREST TO NANCY LUCE, SUPERINTENDENT.

EXTERNAL APPLICANTS MAY APPLY VIA THE DAYTON AREA SCHOOL EMPLOYMENT CONSORTIUM BY VISITING WWW.UPPERVALLEYCC.ORG

AND CLICKING THE "EMPLOYMENT AT UPPER VALLEY" LINK LOCATED UNDER THE "ABOUT" SECTION OF THE WEBSITE.

Upper Valley Career Center Board of Education and its staff are dedicated to provide equal employment opportunities to all people without regard to race, color, age, military status, ancestry, national origin, sex, religion, or disability. The Upper Valley Career Center is in compliance with the following federal laws: Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform & Control Act. The Upper Valley Career Center is in compliance with the Title IX regulations. The Title IX Building Coordinator/Grievance Officer Maria Bayless is located at the Upper Valley Career Center, 8811 Career Drive, Piqua, OH, 45356 (937) 778-1980, ext. 284. The Section 504 Coordinator/Grievance Officer Terry McMenamin is located at the Upper Valley Career Center, Adult Technology Center, 8901 Looney road, Piqua, OH, 45356, (937) 778-8419 ext. 255.