



**JOB ANNOUNCEMENT**  
**DIRECTOR OF ADULT EDUCATION PROGRAMS**

**START DATE:** July 1, 2017

**WORK SCHEDULE/SALARY:** 230 Day Contract, Apollo Administrative Salary Schedule and Benefits Package

**LICENSURE & EXPERIENCE REQUIREMENTS:**

- Preference given to candidates who hold a MA in a field related to adult education, educational administration or other career-tech related field.
- Experience in workforce development, customized training and budget management also a plus.

**MINIMUM QUALIFICATIONS:**

- Valid administrative license obtainable through Ohio Department of Education.
- Three years educational leadership experience, or strong business/economic development background.
- Experience in program development, budget management and staff leadership.
- Ability to work collaboratively with business, industry and other community partners.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Ability to adapt operational systems to dynamic and changing workforce needs.
- Responsible for daily operation of adult workforce programming and operations.
- Responsible for supervision and evaluation of staff, including recommendations for termination, non-renewals and disciplinary measures.
- Maintains partnerships and agreements with the Department of Higher Education, ensuring compliance with state and federal regulations.

**CANDIDATES WILL SUBMIT:**

- A letter of interest and resume
- At least three letters of reference
- Any other statement of qualifications

**APPLICATION DEADLINE:** March 27, 2017

**INTERVIEWS:** April 2017, with possible intent to hire by the May 25, 2017 Board of Education meeting (July 1, 2017 start date)

**APPLY TO:**

Judy Wells, Superintendent  
Apollo Career Center  
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Lima, OH 45806  
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