

## Anticipated Opening - Director of Secondary Education

**STARTING DATE:** 2021-2022 School Year  
**REPORTS TO:** Superintendent  
**WORK YEAR:** 260 days  
**SALARY RANGE:** Appropriate step on Administrator's Salary Schedule - Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Master's Degree in Educational Administration or instruction and Ohio Administrative License appropriate for the assignment
- Minimum of three (3) years' successful experience as a Director, High School Principal or Assistant, or other Central Office experience
- Understanding of Ohio's learning standards for Career-Tech as well as academics and graduation requirements
- Demonstrated instructional leadership involving interactive communication, stakeholder engagement and a commitment to high standards
- Excellent communication, planning, organizational, and human relation skills with successful experiences in strategic planning
- Experience in successful classroom management and instructional practices
- Consistently high expectations for student outcomes and continually ambitious for pupil success
- Strong curriculum knowledge with expertise in assessment strategies and the ability to identify, analyze and incorporate data in decision-making
- Must embody high ethical standards/integrity and promote honesty and is a positive, professional role model in all situations
- Accept personal responsibility for decisions and leadership expectations
- Documented evidence of a clear criminal record
- Comply with drug-free workplace rules and board policies

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Provide district-wide vision and leadership in developing, achieving, and maintaining outstanding educational opportunities and academic success for students in a career technical center
- Cultivate leadership and professional growth for the development of self and others
- Utilize appropriate strategies and problem solving skills to make decisions regarding planning, proper utilization of funds, delivery of services and the evaluation of Career Technical and Academic services provided
- Assist in oversight of the overall evaluation process by assisting administrators and supervisors in setting goals, coaching to competency, evaluation techniques, and language, plans of assistance and supervises assigned personnel making recommendations for appropriate employment actions
- Provide assistance for instructors in establishing classroom management plans that help keep disciplinary problems to a minimum
- Improve student achievement basing all decisions on relevant and current data and best practices
- Participate as an active member and positive leader of the Career Center's management team. Help develop and implement the Career Center's strategic plan
- Establish and maintain positive and proactive communications regarding attendance and discipline with GCCC students, parents, staff, administration, member school personnel, law enforcement, and juvenile court(s)
- Serve as a member of a cohesive leadership team promoting individual and organizational instructional improvement
- Monitor and evaluate the instructional delivery practices of assigned instructors ensuring each instructor has a clear understanding of teaching standards, high student expectations, increased student performance and maximum student engagement in the learning process
- Develop and maintain professional relationships with administrators, associate school administrators, support staff, counselors and teachers
- Complete all assigned Federal, State or Local reports as directed
- Serve as a positive ambassador for the Greene County Career Center to students and staff to all member schools and to all other stakeholders
- Display a strong passion for career technical educational opportunities inside and outside the building
- Collaborate with the administrative team to develop and coordinate powerful and sustainable professional development opportunities for instructors and staff
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals; positively supporting the Board and their mission under the leadership of the Superintendent and Assistant Superintendent
- Uphold board policies and follow administrative guidelines
- Prepare staff assignments, schedules and other administrative duties as directed
- Attend professional development events as directed
- Provide leadership and coordination for all career-technical student organization activities and attend such events as often as possible
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Maintain an acceptable attendance record and be punctual, displaying and modeling a strong leadership example to others
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled.  
Visit <https://www.greeneccc.com/HumanResources> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
Greene County Career Center  
532 Innovation Drive  
Xenia, OH 45385

**Date Posted:** March 31, 2021