

POSITION VACANCY

Position:	Adult Education Supervisor
Reports To:	Director Adult Education
Starting Date:	July 1, 2010
Salary Range:	Placement on administrative salary schedule based on education and work experience
Work Week/Year:	260 day contract
Requirements:	Masters Degree in appropriate field Experience in supervision and management Valid education license or certificate Current with educational and work place technology and innovations that support job functions Experience with grant writing and management
Responsibilities:	Provides leadership including instruction, budgeting and scheduling for assigned adult education programs. Writes and implement grants. Directs the implementation of curriculum to meet Ohio Board of Regents initiatives and industry credentialing standards. Ensures students receive appropriate career and educational counseling and guidance. Monitors community demographics, resources and emerging trends to provide current relevant programming. Identifies and develops partnerships that enhance district services.
Application Deadline:	June 15, 2010
Apply	Kimberly Davis, Superintendent Ohio Hi-Point JVSD 2280 St. Rt. 540 Bellefontaine OH 43311 kdavis@ohp.k12.oh.us

It is the policy of Ohio Hi-Point Joint Vocational School District that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, religion, disability, or age.