

POSITION VACANCY

Position:	Evening Coordinator
Reports To:	Adult Director Superintendent
Starting Date:	August 2, 2010
Salary Range:	Placement on adult education salary schedule
Work Week/Year:	Monday - Thursday 4:00 p.m. – 10:00 p.m.
Requirements:	Eligible for adult education certificate/license Technology software and hardware troubleshooting skills Effective organizational, planning and project management skills. Excellent attendance and communication
Responsibilities:	Address building and program issues that arise during the evening schedule. Provides for dependable switchboard coverage. Responds to the needs of visitors. Assists with program scheduling activities.
Application Deadline:	July 21, 2010
Appl	Kimberly Davis, Superintendent Ohio Hi-Point JVSD 2280 St. Rt. 540 Bellefontaine OH 43311 kdavis@ohp.k12.oh.us