



**The North Central Ohio Educational Service Center (NCOESC) is pleased to partner with the Tri-Rivers Career Center to assist with the comprehensive search for the following administrative position:**

<b>POSITION:</b>	<b>Executive Director/Principal, Tri-Rivers Career Center</b>
<b>REPORTS TO:</b>	Superintendent
<b>MINIMUM JOB REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Valid Ohio Administrative License</li> <li>• Minimum of three (3) years administrative experience, with a variety of teaching and/or supervisory activities</li> <li>• Strong background in career-technical education preferred</li> <li>• Possess effective communication and leadership skills</li> <li>• Is trained in OTES and OPES system for evaluations</li> <li>• Ability to constructively evaluate and implement sound teaching techniques</li> <li>• Possess an attitude of cooperation and teamwork</li> </ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Provide exceptional leadership for the school and staff with the ability to delegate and motivate personnel</li> <li>• Implement the Superintendent's directives and policies of the Board of Education and keep the Superintendent informed of the progress and results of all advisory committees</li> <li>• Maintain an effective program of communication with the staff, students and community</li> <li>• Serve as an ambassador of Tri-Rivers Career Center</li> <li>• Understand the overall school district's mission and promotes the principles to stakeholders including administrators, coordinators, instructors and support staff</li> <li>• Meet regularly with the superintendent to keep him informed of all school activities and to assist and plan means to continuously improve the overall school program</li> <li>• Attend board meetings, prepare reports and recommendations as requested and/or required by the Superintendent, Board of Education or Ohio Department of Education</li> <li>• Coordinate, plan and implement an effective program for internships, advanced placement and follow-up study of graduates</li> <li>• Oversee the development of courses of study for all instructional programs</li> <li>• Assist to develop and implement in-service programs for instructional staff</li> <li>• Assist in development of an effective program of reporting student progress to parents and associate schools</li> </ul>

**RESPONSIBILITIES**

**Continued:**

- Supervise and evaluate instructional certified staff and support staff
- Annually evaluate all educational programs and services with results reported to the Superintendent
- Develop and direct a systematic program of teaching and supervisory staff evaluation and makes recommendations on the promotion, transfer or dismissal of employees
- Establish a procedure for follow-up studies of graduates and drop-outs
- Provide data to support any recommendation for new programs and/or the deletion and/or revision of programs
- Coordinate and consult with administrative team in program instructional matters
- Foster a culture that creates positive attitudes in the staff that will lead to the continued improvement of educational programs
- Frequently visit instructional areas and observe on-going instruction and make both formal and informal suggestions for improvement
- Coordinate and supervise security and building-wide safety procedures to include fire drills, assemblies, open houses and related activities
- Assist in the organization and supervision of related club activities
- Work with Student Services to develop a master schedule and assign teachers and students
- Review grade distribution and failure lists; determine correlation and relationship to the overall educational program
- Assist as necessary with student discipline in a firm, fair and consistent manner
- Work closely with Director of Communications in the development of brochures, handbooks, manuals and related publications
- Conduct meetings on a regular basis with associate school principals, counselors and other personnel to ensure understanding and cooperation
- Complete annual report(s) as required by Ohio Department of Education
- Conduct and regularly schedule staff meetings
- Visit, coordinate and speak at associate school awards assemblies (as requested)
- Coordinate staff and student handbooks with beginning and end of school year activities
- Other tasks as assigned by the superintendent

<b>WORK YEAR:</b>	A 260-day contract will be offered with twenty (20) days of vacation yearly. The contract year shall be from August 1, 2018 to the succeeding July 31. A “consultant” contract will be considered for the summer months of 2018 for job start-up and orientation. A multi-year contract will be offered to the successful applicant.
<b>SALARY:</b>	To be Determined - Based on Experience. The salary shall be fixed at the time of appointment and reviewed annually by the Board of Education.
<b>BENEFITS:</b>	Comprehensive package including medical, dental, prescription, optical, and life insurance
<b>STARTING DATE:</b>	TBD or August 1, 2018
<b>APPLICATION PROCEDURE:</b>	Please complete an application (located on NCOESC and Tri-River’s websites) and send resume, credentials, three current letters of recommendation, and a copy of current certificate(s)/license(s). Please also include: a brief cover letter describing applicant’s interest, knowledge of the position and candidate’s ability to promote and lead effective academic and special needs programs.
<b>APPLICATION PROTOCOL:</b>	<ul style="list-style-type: none"> <li>• Applicants are asked to not contact board members, administrators or current staff with regards to this position</li> <li>• Any questions or queries shall be referred to Dr. Jim Lahoski via email or by phone</li> <li>• It is anticipated that position interviews will be held in late April or early May</li> <li>• The successful candidate will be employed prior to June 1, 2018</li> </ul>
<b>SUBMIT APPLICATION MATERIALS BY APRIL 6, 2018 TO:</b>	Dr Jim Lahoski Superintendent/CEO North Central Ohio Educational Service Center 928 West Market Street Tiffin, OH 44883 419-447-2927 x 105 Email: <a href="mailto:jlahoski@ncoesc.org">jlahoski@ncoesc.org</a>

The North Central Ohio Educational Service Center and Tri-Rivers Career Center’s employment opportunities are offered without regard for race, color, religion, sex, military status, national origin, disability, age or ancestry. Qualified candidates who are disabled or require special assistance to respond to this employment announcement should contact NCOESC at (419) 447-2927.