



# Position Vacancy

## Assistant Director of Adult Education

The Buckeye Career Center is seeking qualified applicants for the position of Assistant Director of Adult Education

**Position:** Assistant Director of Adult Education

**Reports To:** Director of Curriculum, Instruction and Adult Education

**Beginning Date:** July 1, 2018

**Job Description:** Job description available upon request.

**Salary:** Placement on the administrative salary schedule, upon education and experience. Contract consists of 260 days.

**Entry Level Qualifications and Licensure/Certifications:**

- Valid Ohio Administrative license, or equivalent Administration in Higher Education. Meets all mandated state health requirement with applicable. A record free of criminal violations that would prohibit public school employment. Complies with drug-free workplace rules and board policies.

**Benefits:** Group hospital and medical/surgical insurance, group life insurance, liability insurance, vision/dental insurance and prescription drug plan.

**Application Deadline:** By April 13, 2018 (or until filled). Submit letter of interest, resume, references, and copies of license. (*Buckeye applications are available at [www.buckeyecareercenter.org](http://www.buckeyecareercenter.org)*)

**Please Apply to:** Mr. Bob Alsept, Superintendent  
Buckeye Career Center  
545 University Drive, NE  
New Philadelphia, Ohio 44663

*It is the policy of the Board of Education of the Buckeye Career Center that educational activities, employment, programs and services are provided to all people regardless of race, color, national origin, sex, age, disability, or socioeconomic status.*

*Posted - April 2, 2018*