

# Eastland-Fairfield Career & Technical Schools

4300 Amalgamated Place  
Groveport OH 43125-9236

Bonnie Hopkins  
Superintendent

## **POSITION VACANCY**

### **PLEASE POST**

**POSITION:** Assistant Director

**REPORTS TO:** Director, Eastland Career Center

**APPLICATION DEADLINE:** Open until position is filled  
February 28, 2014, deadline for internal applicants

**STARTING DATE:** July, 2014

**QUALIFICATIONS:** Successful applicant must have or be able to obtain an administrative certificate/license as Principal or Director. Must be OTES certified or able to obtain certification as soon as possible. Administrative and/or career and technical experience preferred.

**RESPONSIBILITIES:** Assist Director with building administration. Specific duties include: direct supervision of career/technical programs and academic teachers; observe and evaluate staff; provide ongoing instructional leadership; handle student discipline issues; collect and utilize data; follow OSHA guidelines; encourage business partnerships; and work cooperatively with all building and district administrators.

**SALARY:** Placement on the assistant director salary schedule

**TYPE OF EMPLOYMENT:** Full-time with benefits, administrative calendar (260 days)

**LOCATION:** Eastland Career Center

**APPLY TO:** On-line at [www.eastland-fairfield.com](http://www.eastland-fairfield.com) through AppliTrack

**.....AN EQUAL OPPORTUNITY EMPLOYER.....**  
**Apply On-Line at AppliTrack at [www.eastland-fairfield.com](http://www.eastland-fairfield.com)**  
**NO Phone Calls Concerning This Position Will Be Accepted**