

## JOB POSTING – ASSISTANT DIRECTOR

- Date:** February 15, 2011
- Position:** Assistant Director
- Qualifications:** Highly-skilled communicator who functions as building and campus leader in serving the students, staff and broader EHOVE community with quality instruction, curriculum and administrative duties.
- Ability to lead, coordinate, consult, facilitate groups and evaluate programs and people with care and integrity that reflects EHOVE's mission and vision.
- Dynamic, cooperative and flexible team skills in serving on overall administrative teams and various EHOVE committees.
- Ability to mobilize people who will, in turn, develop quality educational and extra curricular activities that bring EHOVE students local, state and national access and opportunities for excellence.
- Communication skills focused on win/win results for students and staff in all operational and disciplinary duties.
- Expertise in managerial and administrative skills that focus on safety, professional development and technology issues that enhance the educational process.
- Ability to develop and deliver new and creative career technical programs and academic electives that meet the increasing global needs of EHOVE students.
- Demonstrated skill in evaluating and coaching students and staff for higher expectations, more engagement, outstanding results and improvement.
- Excellent time and project management skills in order to handle multiple and competing priorities embedded in the Assistant Director's role and functions including budgeting, facilities, personnel records and organizational paperwork.
- Minimum Qualifications:** Ohio Principal's License  
Meets all health and legal requirements needed for local, state and national compliance.
- Interviews tentatively scheduled for the week of March 14, 2011.
- Contact:** Kay Schindley, Administrative Assistant to the Superintendent,  
419.499.4663 Ext. 244, / [kschindl@ehove.net](mailto:kschindl@ehove.net)

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