



VACANCY

Ohio Department of Education

<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> FLSA Overtime Exempt
<input type="checkbox"/> OCSEA Bargaining Unit	<input type="checkbox"/> Classified	<input type="checkbox"/> FLSA Overtime Eligible
<input type="checkbox"/> Special Comments:		

INTERNAL AND EXTERNAL APPLICANTS MAY APPLY

Date Posted September 5, 2007

Application Deadline

September 24, 2007

Position Title Educational Employee Administrator-Assistant Director

PN

20009777

Location Office of Curriculum & Instruction; 25 S. Front St., Columbus, OH 43215-4104 Headquarter County Franklin

Working Hours 8:00 a.m. - 4:45 p.m.

Minimum Salary based on educ and exp

Job Duties:

Serves as an Assistant Director in the Office of Curriculum and Instruction: plans, directs and manages statewide strategic Science work; supervises employees who provide technical assistance to regional service providers, local education agencies (LEA's), higher education, professional associations and other stakeholder groups as they align district curriculum with academic standards to improve student performance; provides technical assistance to internal and external stakeholders; leads research of best practices; writes position papers; recommends development of policies and rules related to curricular programs and initiatives; leads development and implementation of professional development and products and services aligned with Ohio's academic content standards; leads cross-office initiatives related to assessment, school reform and supporting Ohio's schools; monitors and evaluates the performance of outside contractors/funded projects to ensure the timely delivery of high-quality products/services; leads work to support implementation of standards-based programs and strategies. Manages review of credentials & descriptions of professional experience submitted by prospective candidates; interviews prospective candidates for Curriculum and Instruction consultant positions and/or statewide advisory or assessment review committees (e.g., range finder, content) for alignment of qualifications with Department needs in the development and implementation of academic content and assessment standards; transmits recommendations to the Office Director to hire, discharge, assign or transfer employees. Attends national, state, & regional conferences; participates/represents agency in professional associations; performs other related duties as assigned.

Unusual Working Conditions: Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid Driver's License OR supply your own transportation).

Minimum Qualifications: Master's degree and minimum of 5 years of supervisory or administrative experience.

Conditions for Employment: Employment contingent upon successful completion of criminal background check. The final applicant for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment.

YOU MUST DEMONSTRATE ON YOUR APPLICATION HOW YOU MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING SCREENED OUT AND YOU WILL NOT BE GRANTED AN INTERVIEW FOR THIS POSITION.

UNLESS OTHERWISE INSTRUCTED, SUBMIT A SEPARATE APPLICATION OR RESUME FOR EACH JOB OPPORTUNITY POSTING IN WHICH YOU ARE INTERESTED. ENTER THE CLASSIFICATION AND POSITION CONTROL NUMBER (PCN) OF THE POSITION FOR WHICH YOU ARE APPLYING AT THE TOP OF THE FRONT PAGE OF THE APPLICATION.

Per the Ohio Revised Code 125.151(B), all newly hired employees will be required to sign up for direct deposit and have their compensation deposited directly to the financial institution of their choice.

Contact: Ohio Department of Education
Human Resources
25 S. Front St., 1st Floor
Columbus, OH 43215-4104
(614) 466-3763

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