



Date Posted: March 15, 2022

Application Deadline: Until filled

Career-technical education center is looking for a:

DIRECTOR OF ADULT EDUCATION

Polaris Career Center is a premier career-technical training center. Our dynamic educational environment is committed to quality learning.

STARTING DATE: July 2022

REPORTS TO: Superintendent

SALARY: • Appropriate step on salary schedule, commensurate with experience and education

BENEFITS: • Medical, dental, vision, prescription, term life insurance, sick leave, and up to three (3) personal leave days per year

WORKWEEK/YEAR: • 12-month contract/261 days per year per Board approved calendar

MINIMUM QUALIFICATIONS: • Master's Degree in Educational Administration or able to obtain one
• Experience in Adult Education setting
• Knowledge of state and federal reporting as it pertains to Adult Education
• Ability to work a flexible schedule
• Ability to direct, coordinate, and communicate with a diverse population
• Knowledge of financial aspects pertaining to Adult Education
• Ability to provide leadership increasing the effectiveness of the Adult Career Center
• Ability to increase community awareness through improved and expanded services to the business community, industry, civic organizations, and political entities
• Experience in staffing, providing professional development, and evaluation

DESIRABLE QUALIFICATIONS: • Ability to coordinate curricular development
• Ability to communicate the mission of Polaris Career Center to large and small groups
• Ability to provide a vital role in team-oriented setting

APPLY TO: Submit your resume and letter of interest to Human Resources and send to: HR@polaris.edu

DISCLAIMER: In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center's policy prohibits discrimination on the basis of race, color, sex (including sexual orientation and gender identity), national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Assistant Superintendent, Title IX and Section 504 Coordinator, 440.891.7600.