



POSITION VACANCY

The vision of Tolles Career & Technical Center is to **LIFT All Students**

**POSITION:** Supervisor of Academics  
**POSTED:** April 18, 2022  
**REPORTS TO:** Director of Tolles Main Campus  
**APPLICATION DEADLINE:** Until Filled  
**STARTING DATE:** August 1, 2022

**IDEAL QUALIFICATIONS:**

- Valid Ohio school administrator license.
- Successful teaching and administrative experience.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Strong knowledge of research based instructional practices.
- Experience with curriculum development.

**RESPONSIBILITIES:**

- Ensures high quality research based instructional teaching practices are utilized on a consistent basis within all academic classes.
- Conducts regular classroom walk throughs and observations to ensure the district's instructional focus exists within all academic classes.
- Works with school counselors to monitor the academic achievement of students within all academic classes.
- Utilizing the OTES 2.0 system, evaluates teachers (16) within core academic subject areas.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures. Promotes and advances a high quality professional image of Tolles Career & Technical Center.

**SALARY & CONTRACT:**

260 day contract with 20 days of vacation and 12 paid holidays; salary will be based on experience and according to the Tolles Supervisor salary schedule (Approximate Range \$86K - 106K for the 22/23 school year).

**APPLICATION PROCESS:** Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

**Tolles Career & Technical Center**  
Attention: Cathy Corbitt  
7877 US Highway 42 S | Plain City OH 43064  
(614) 873-4666, ext 4213 | (614) 873-8761 fax  
hr@tollestech.com

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