



Knox Technical Center
Adult Education at Knox County Career Center
308 Martinsburg Road
Mount Vernon, Ohio 43050



Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 16 career technical programs through Knox Technical Center. Our educational environment is committed to preparing students for success.

Knox Technical Center is looking for a:

Position Title: **KTC Coordinator**
(Full-time) for Knox Technical Center

Reports To: Director

Starting Date: Immediately **Application Deadline:** Until Filled

Compensation: Based on education and experience

Acceptable Education, Training and Experience:

- Bachelor's degree in business or office administration preferred
- Experience in a supervisory role or teaching experience preferred
- Excellent networking, organization, and computer skills preferred
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- Satisfactory FBI and BCI background check, drug screen, and reference checking.

Description: Full-time coordinator position responsible for customized training and oversight of programs, as assigned. Community involvement is an integral part of this position.

Essential Functions Include:

1. Identifies community needs and interests for career development offerings
2. Develops curriculum
3. Establishes standards for learner admission and graduation
4. Recommends instructors
5. Achieves financial objectives
6. Purchases supplies, equipment, or services for programs
7. Assists instructors with developing lesson plans
8. Collaborates with Marketing Coordinator
9. Leads in securing work-based learning opportunities
10. Serves as role model
11. Fosters positive relationships with area industry leaders
12. Protects employer and staff privacy
13. Maintains professional and technical knowledge
14. Performs other special projects, essential functions, and non-essential functions as assigned by Director, Adult Education.

Please Apply To: Send Resume and Application (see link below) to:
Kim Williams, Director
c/o: Karrin Sherer
Knox Technical Center; 308 Martinsburg Road, Mount Vernon, OH 43050
Email: ksherer@knoxcc.org FAX: (740) 397-1659

Application: https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application_for_employment_kccc-ktc.1_fillablea_1.pdf

The Knox County Career Center Schools are committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation.