

PIONEER CAREER AND TECHNOLOGY CENTER
POSITION VACANCY

POSTING DATE:	July 15, 2024
POSITION:	Adult Education Secretary – Part time, mornings Monday-Thursday, up to 20 hours per week
REPORTS TO:	Assistant Director, Adult Education
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none"> • High school diploma or GED • Successful BCI/FBI screening
QUALIFICATIONS:	<p>The ideal candidate should possess, at minimum, the following:</p> <ul style="list-style-type: none"> • Attention to detail • Knowledge of Career Technical Education • Interest in working with adult students • Organizational, communication and time management skills • Technology skills including email and Microsoft Office
WORK YEAR:	2024-2025 School Year
SALARY:	Commensurate with experience
BENEFITS:	In accordance with Pioneer’s Master Agreement
STARTING DATE:	August 2024
APPLICATION PROCEDURE:	<p>Applicants must submit the following:</p> <ul style="list-style-type: none"> • Letter of application • Resume • Pioneer classified application (fill out online at go2pioneer.com, click on employment)
SUBMIT APPLICATION MATERIALS TO: BY August 5, 2024	<p>For questions or more information, call Don Paullin at 419-347-7744, ext. 42302, or email paullin.donald@pioneerctc.edu</p> <p>Application materials should be submitted to: Greg Nickoli, Superintendent Pioneer Career and Technology Center 27 Ryan Road Shelby, OH 44875</p> <p>Fax: 419-347-4977 Website: www.go2pioneer.com</p>

In accordance with the Title VI, Title IX, and Section 504, the Pioneer Career and Technology Center is an equal opportunity institution. Employment practices are offered without regard to race, color, national origin, sex, age, disability, military status or socioeconomic status.
