



EMPLOYMENT VACANCY



<b>POSITION:</b>	Aspire Coordinator
<b>GENERAL PURPOSE:</b>	To provide excellent testing and assessment services
<b>REPORTS TO:</b>	Aspire Director and State Aspire Consultant
<b>STARTING DATE:</b>	TBD
<b>JOB DUTIES:</b>	<ul style="list-style-type: none"> <li>• Assign and direct all employees under his/her supervision</li> <li>• Recommends initial employment and continued employment of Aspire Personnel</li> <li>• Establish procedures and curriculum in accordance with local, state, and federal guidelines</li> <li>• Develop program schedule and assignment of teachers and aides to classes.</li> <li>• Develop and maintain a budget</li> <li>• Prepare reports, forms and files monthly and annually in accordance with local, state and federal guidelines</li> <li>• Prepare advertising and promote the Aspire program in the community</li> <li>• Attend all meeting as required by the Aspire grant and the Ohio Department of Education</li> <li>• Develop and maintain an advisory committee and meet on regular basis</li> <li>• Conduct staff meetings</li> <li>• Provide and implement student recruitment/retention plans.</li> <li>• Perform all other duties as assigned by the Aspire Director</li> </ul>
<b>COMPETENCIES/ QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Education: Must hold a valid and current teaching certification</li> <li>• Possess good communication skills</li> <li>• Possess an understanding of adult learning theories</li> <li>• Experience working in Adult Education programs preferred</li> <li>• Strong computer and technological skills required</li> <li>• Highly self-motivated</li> <li>• Must have required BCI/FBI results on file as required by ODE and EHOVE</li> <li>• Minimum of 3 years of teaching experience</li> </ul>
<b>SALARY / BENEFITS:</b>	<p>BASED ON EXPERIENCE Part Time Hours</p>
<b>APPLICATION DEADLINE:</b>	Friday, December 14 <sup>th</sup>
<b>HOW TO APPLY:</b>	<p>Submit cover letter, EHOVE application and resume to: Laura Dowdell Applications available on our website: <a href="http://www.ehove.net">www.ehove.net</a> <b>Adult Education Office</b> <b>EHOVE Career Center</b> <b>316 West Mason Road</b> <b>Milan, OH 44846</b> <b>419.499.4663 or 419.627.9665 ext. 291</b> <a href="mailto:ldowdell@ehove.net">ldowdell@ehove.net</a> ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED</p>
<b>DATE POSTED:</b>	Monday, December 3 <sup>rd</sup>

EHOVE Career Center  
316 West Mason Road  
Milan, OH 44846

☐ 419.499.4663 or 419.627.9665 ☐ Fax: 419.499.4076 ☐ [www.ehove.net](http://www.ehove.net)

AN EQUAL OPPORTUNITY EMPLOYER