



**Montgomery County Common Pleas Court
Juvenile Division**
380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: BUILDING COORDINATOR (FT)

Notice Issued November 29, 2021

Posting Period November 29, 2021 – Until Filled

Department Education

DISTINGUISHING JOB CHARACTERISTICS

Serve in a student-centered instructional leadership capacity developing and managing year-round educational programming. This includes coordinating day-to-day building operations and supervising and evaluating teaching and transition staff. Assist the Director of Educational Services in ensuring that the school operates in accordance with the Ohio Department of Education Operating Standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services. Collaborate with state agencies and facility partners to improve student transition outcomes in conjunction with the building Transition Coordinator. Coordination of student transcripts. Manage related Title funding.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Master’s degree in Educational Leadership, Special Education, or related field with a minimum of three years of experience serving students in grades 7-12 who are at risk of school failure including students with disabilities. Ohio Department of Education 5-Year Professional Principal Licensure required. OTES certification or willingness to obtain within six (6) months of employment; knowledge of Ohio graduation requirements (including state and local graduation seals); prior building-level administrative experience is preferred.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Position Location: 333 Access Road, New Lebanon, Ohio 45345

Salary Range: \$65,000 - \$75,000 annually

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER