



## Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2324-51

**NOTICE OF  
VACANCY**

### Title: Assistant Superintendent of Career and Technical Education Services

Start date: July 1, 2024

Classification/FLSA: Exempt, Administrative

Duration: Full-time, 260 days per year

Reports to: MOISD Superintendent

Location: Mecosta-Osceola Career Center

**Position Summary:** The Assistant Superintendent of CTE oversees the development and implementation of career and technical programs, utilizing data collection and best practices in CTE curriculum, assessment and instruction to ensure successful student outcomes and ISD initiatives. This role provides leadership for career preparation and work-based learning, develops ongoing relationships with local districts, employers, regional business partners and post-secondary programs to create and develop opportunities.

#### Professional Requirements / Education and Experience

- Valid Michigan Teaching Certificate with minimum of five (5) years of successful teaching experience
- Master's Degree in school administration, education, curriculum or related field.
- Minimum of five (5) years of successful experience in school administration, preferably in career and technical programming.
- Preferred minimum of five (5) years of CTE program development, project management and/or strategic planning, including working with community partners and a comprehensive understanding of workforce needs and trends.
- Valid Michigan School Administration Certificate, or commitment to enroll, within six (6) months of date of hire, an approved program leading to certification as school administrator to be completed within three (3) years.
- Must meet qualifications to serve as MI Regional CTE Administrator.
- Possess comprehensive knowledge of CTE guidelines, regulations, compliance and funding.
- Proven leadership and expertise with the essential job responsibilities of this role.
- Demonstrated success in facilitation and conflict resolution skills, including exceptional interpersonal and communication skills, both verbal and written.
- Knowledge and ability to accurately administer departmental budgets, including Perkins/related grants.
- Must be proficient with technology and demonstrate a propensity for lifelong learning.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

#### Essential Duties

- Act as an advisor to the Superintendent on all topics relating to Career and Technical Education developments and affairs of the ISD.
- Develop and implement a comprehensive vision for CTE programs that align with MOISD goals and current/projected workforce needs.
- Represent the department and/or ISD at local, regional, and state meetings, trainings, and conferences.

### *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



## Mecosta-Osceola Intermediate School District

Phone: 231.796.3543

[MOISD Job Opportunities](#)

- Attend Board of Education meetings and prepare reports and presentations for the Board as requested by the Superintendent.
- Collaborate across MOISD departments to support current initiatives, and seek out partnerships to provide additional services and opportunities to our ISD and local district students and staff.
- Maintain knowledge of state and federal CTE programs, requirements, and funding. Identify and pursue funding opportunities, including grants and partnerships, to support CTE programs.
- Direct and manage the departmental budget, including federal/state/local grants.
- Serve as MI Regional CTE Administrator and Michigan Department of Education liaison. Remain current with respect to State legislative issues (including participation in state and other collaborative professional organizations).
- Supervise, manage, and evaluate the performance of CTE Principal and related personnel.
- Participate in the recruiting, interviewing, hiring, training and evaluating of all CTE personnel.
- Conduct oneself in a professional manner and maintain a positive image during the workday and at all work-related activities.
- Assume responsibility to transport self to assigned worksite(s), including meetings and conferences throughout the state, and maintain regular, reliable and prompt attendance.
- Contribute positively to the overall quality and operation of the building.
- Other duties as assigned by the MOISD Superintendent.

### Physical Demands

Work is in an office setting; noise level is generally minimal to moderate and may occasionally become moderate to loud. While performing the duties of this job, the employee is required to alternately sit, stand and walk regularly throughout the day, stoop, kneel, crouch and climb intermittently; use hands and arms to type, write, reach, handle, and feel, operate office equipment and controls, occasionally lift and/or move up to 60 pounds; regularly use proper grammar to communicate; listen and hear. Specific vision abilities include distance and close vision, ability to adjust focus with emphasis on long periods of concentration on a computer screen and small font, and drive an automobile during day and night and in various weather conditions.

**Compensation: \$100,000 - \$115,000**

**Posting date: 05/29/2024**

**Application deadline: 06/15/2024**

**Please submit cover letter, transcripts, resumé and references to:**

Jessica R. Ross, Human Resources Coordinator

Email: [jobs@moisd.org](mailto:jobs@moisd.org)

Mecosta-Osceola Intermediate School District

15760 190<sup>th</sup> Avenue, Big Rapids, MI 49307

## *Supporting Schools and Student Achievement*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.