

Scioto County Career Technical Center

POSITION VACANCY

POSITION: Business & Industrial Training Coordinator

DEPARTMENT: SCCTC Adult Workforce Education Center

DISTRICT: Scioto County Career Technical Center

REPORTS TO: Director of Continuing Education

STARTING DATE: TBD

WORK YEAR: 260 day contract

SALARY: \$69,847 - \$80,370 based on relevant supervising experience

BENEFITS: Comprehensive Health Insurance Package (life, health, vision, dental, prescription)

QUALIFICATIONS:

- Associates degree in business or technology required
- Bachelors degree in business or technology preferred or equivalent work experience
- Eligible to obtain an Ohio Department of Education/Adult Education Permit
- Minimum 2 years administrative/industry experience
- FBI/BCI background check and TB clearance required

RESPONSIBILITIES:

- Provide customized office training programs
- Responsible for all aspects of assigned adult programs (Information Technology Professional, CDCA, Office Assistant Technology, Pharmacy Technician, Medical Assisting, Phlebotomy and Dental Assisting)
- Provide adult education technology support as needed
- Oversee all student recruitment services including high school visits, job fairs, and program tours.
- Develop and maintain partnerships with community organizations
- Oversee the development of program advisory committees, develop and maintain accurate program records and facilitate and maintain program accreditations as needed
- Assist in the development of marketing assigned programs
- Assist with the development of integrated service packages of assessment and training opportunities for area businesses, industries and agencies.
- Supervise evening shift one evening per week and other evening as needed
- Perform other duties as assigned

**APPLICATION
DEADLINE:**

September 11, 2026

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Interested candidates should submit cover letter, resume, three letters of reference, and transcript(s) to:

Scioto County Career Technical Center
Attn: Kyle Copley - Superintendent
951 Vern Riffe Drive
Lucasville, OH 45648

E-Mail: kyle.copley@sciototech.org

The Scioto County CTC Board of Education and its staff are dedicated to providing equal education opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age, or handicap. The regulations of Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX and Section 504 are followed.