



Instructional Services Director Posting

Overview and General Role

Role: To coordinate curriculum development and instructional programs and Professional Development activities, including planning and implementation of Distance Learning Programs and Technologies.

Qualifications

- Masters Degree including credits in Educational Leadership/Administration/Curriculum Development preferred
- Current Arizona Administrative certificate preferred
- A minimum of 5 years experience as a classroom teacher. Prior administration experience / Certified Evaluator training preferred
- CTE / JTED experience preferred

Responsibilities

- CTE Curriculum Development /Training
- Develop and Coordinate Professional Development Activities
- Assist with planning and implementation of Distance Learning Technologies/Learning Management Systems
- Evaluate Program/Staff needs
- Coordinate JTED Student Accountability Information Systems (SAIS) Functions
- Oversee Central Campus student activities

Salary & Contract Terms:

- This is a 12-month position or 1.0 full-time equivalency.
- Salary range of \$62,000 to \$72,000 based on experience and qualifications
- Full Employee benefits including individual health insurance (Medical, Dental, Vision), and participation in the Arizona State Retirement System.
- Contract Year: July 1, 2012 – June 30, 2013
- This position reports directly to the Program Director.

Application Procedure:

- Completed Mountain Institute JTED Administrative Employment Application (on MI website employment page – www.mijted.net)
- Letter of application
- Include 3 – 5 references including prior and current employers.
- 3 current letters of recommendation
- All questions/contacts concerning this position should be directed to Karen Leja at MI JTED. Do not contact personnel or board members at MI JTED unless permission is granted.
- **Position open until filled.**

Submit complete application packet to:

Mountain Institute JTED
Attn: Karen Leja
3003 Centerpointe East Drive
Prescott, Arizona 86301

karen.leja@mijted.net

Fax: 928.771.0793