**Internal/External Job Posting**

**Position:** Instructional Services Director

**Department:** Administration

**Reports to:** Director of Daytime Programs and Director of Educational Services

**Length of Contract:** 12 Months

**Duties and Responsibilities:** Provide senior level administrative leadership and supervision regarding the overall operations of the full-time technical programs. Included are the development of new and revisions of existing technical programs to local and regional industry workforce requirements, evaluation of program and instructional personnel for effectiveness related to the areas of enrollment, retention, completion and placement, and creation of an instructional climate focusing on positive student achievement and learning.

Other responsibilities include serving on the District’s management team, maintaining strong relationships with other District personnel and sending school staffs, participation in budget development and administration, and serving as the leader in professional development to promote a culture of continuous improvement.

**Minimum Qualifications:**  Master’s degree with Secondary Principal Certification and at least two years of direct experience in program and certified instructor/teacher evaluation. Must qualify for Oklahoma Technology Center Administrator’s credential.

**Preferred Qualifications:** Minimum of two years as a campus administrator in a technology center.

**Salary and Benefits:** Commensurate with education and experience.

**Application Process:** Interested individuals meeting the minimum qualifications should submit application materials to Daryl Crusoe at [dcrusoe@eoctech.edu](mailto:dcrusoe@eoctech.edu) or 4601 N. Choctaw Rd Choctaw, Ok 73020.