JOB DESCRIPTION
FOR
SUPERVISOR, SATELLITES
OF THE
PIONEER CAREER AND TECHNOLOGY CENTER

Board-adopted
September 21, 2026

In compliance with H.B. 769 and O.R.C. Section 3319.02

The supervisor shall hold a valid Ohio Administrative Specialist and/or supervisor's certificate/license, principal's certificate/license, and/or director's certificate/license.

The supervisor shall be the educational leader of all assigned programs by supervising instruction, teachers, and students, promoting youth activities and encouraging professional attitudes and growth. He/she shall be directly responsible to the Director of Operations and shall work with the other administrators to assure a positive businesslike and harmonious learning environment.

GENERAL AREAS OF RESPONSIBILITY

1. Assist the instructors in the developing, maintaining, and meeting with advisory groups.
2. Assist in maintaining an inventory system.
3. Attend the annual local supervisors workshop and conferences as called by the State Department of Education.
4. Interview and recommend to the Director of Operations and/or Superintendent qualified applicants to fill teaching vacancies.
5. Assist teachers in the selection of and requisitioning of supplies, textbooks and equipment needed for their instructional program.
6. Conduct goal conferences/teacher evaluations along with the post conferences, in accordance with the Master Agreement, in order to offer constructive help for the improvement of instruction.
7. Assist in the development and revision of curriculum needed to prepare students for jobs.
8. Supervise the youth organization advisors and assist with organizing club activities.
9. Work with the Director of Operations in planning in-service programs for the teaching staff.
10. Conduct satellite meetings.
11. Cooperate with business/industry personnel and agency representatives.
12. Assist in the area of public relations and help establish and maintain good relations with community organizations and partner school districts.

13. Coordinate satellite activities with administrative procedures.

14. Cooperate with other school personnel in maintaining student behavior in accordance with school policy.

15. Assist personnel and students in all areas in order to make a harmonious daily operation for the benefit of the students.

16. Assist to initiate and develop new programs in partner school districts as requested by partner school Superintendents.

17. Be an active member/participant in professional organizations.

18. Assume other responsibilities as assigned by the Director of Operations and/or Superintendent and/or his/her designee.