

Muskingum Valley Educational Service Center

Assistant Superintendent

Announcement of Vacancy

The Muskingum Valley Educational Service Center (MVESC), serving Coshocton, Hocking, Morgan, Muskingum and Perry counties in southeast Ohio, is looking for a qualified applicant to join our team as Assistant Superintendent. The individual will replace long-time Assistant Superintendent Diane Jones, who is retiring.

Why should you work for Muskingum Valley?
Keep reading for several reasons why you want
to be part of our MVESC team.



Why Should I Join the MVESC Team as Assistant Superintendent?

You join a team of experts.

At Muskingum Valley Educational Service Center (MVESC), you will become a member of an agency filled with experts in the areas of school administration, finance, curriculum, instruction, assessment, special education, gifted education, distance learning, preschool, innovation, data services, school psychology, attendance, after-school programs, technology and public relations. The Assistant Superintendent helps students learn and teachers teach in our 15 local, exempted village and city school districts and two career centers in our five-county area (Coshocton, Hocking, Morgan, Muskingum, Perry counties).

You can share your expertise and interests with educational partners throughout the state.

You will have the opportunity to collaborate with school districts, career centers, other educational service centers, higher education and state department personnel on a wide variety of projects and initiatives that impact education in our region and throughout Ohio.

Organizational excellence is a pillar of MVESC.

Because we continually seek to improve our skills as an agency, we support and budget for professional development activities.

All Muskingum Valley staff members are encouraged to seek professional experiences from local, state and national experts. You also will have the opportunity to provide your expertise to member and non-member districts, when applicable.



MVESC's work makes a difference in education.

MVESC is a nationally accredited resource center for schools in Coshocton, Hocking, Morgan, Muskingum and Perry counties, serving nearly 2,000 teachers and more than 30,000 students in our five-county service region. We have partnered with numerous educational providers statewide, nationwide, and in the Dominican Republic, Canada and Australia. At MVESC, you will find colleagues who understand that collaborating with school district partners, local agencies, higher education, business and industry enables us to provide quality services that help students learn and teachers teach.

Why Should I Join the Muskingum Valley team?

You are encouraged to belong to professional organizations.

MVESC belongs to organizations like the Ohio Educational Service Center Association, Buckeye Association of School Administrators (BASA), Association of Educational Service Agencies, AASA (The School Superintendents Association), and ASCD: Professional Learning and Community for Educators. The Assistant Superintendent belongs to BASA, AASA and ASCD. We also encourage involvement on a local level with organizations such as United Way, Rotary and Kiwanis.

What are the qualifications needed for this position?

- Master's Degree in Education
- Valid Ohio Administrative License
- Three years teaching experience in public schools
- Preferred administrative experience
- Knowledge of school administration and employment practices, including state and federal laws
- Knowledge of recruitment, supervision, evaluation and human resource management
- Grant proposal preparation experience
- Advanced knowledge of current trends and issues in education
- Successful completion of BCI/FBI background checks
- Must possess a valid Ohio Driver License or have transportation to off-site, job-related functions



Salary and Terms of Employment

Muskingum Valley Educational Service Center intends to offer a salary and benefit package that is competitive for assistant superintendent positions and is commensurate with experience and qualifications.

The Application Process

The application deadline is Friday, April 7, 2017.

The MVESC encourages qualified candidates to submit an MVESC Administrative Employment Application, found at www.mvesc.org/535, with the following:

- A cover letter outlining the applicant's desire to be Assistant Superintendent
- A current resume
- Copy of current ODE administrative license or explanation concerning eligibility for license
- Copies of university transcripts and/or a university career services credential file
- Copy of Driver Abstract Record
- BCI and FBI background check results within one year of employment date
- Contact information for five references total, both personal and professional
- Any other materials that support the applicant's qualifications
- MVESC is non-discriminatory on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities as set forth in the various acts of the federal government and applicable state department of education standards.
- Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact MVESC Superintendent David Branch at Muskingum Valley ESC at 740-452-4518 or david.branch@mvesc.org.
- The final applicant will be expected to complete a drug screening.
- The final applicant also may be subjected to several background inquiries and a credit check.

Have additional questions? Contact us!

For more information about our organization and surrounding area, check out www.mvesc.org/535 on the Muskingum Valley ESC website. You also may contact MVESC Superintendent David Branch at 740-452-4518 or david.branch@mvesc.org to learn more.

The complete application packet should be sent to:

David Branch, Superintendent, Muskingum Valley ESC, 205 N. Seventh St., Zanesville, OH 43701

