

JOB TITLE:	Advanced Manufacturing Center Site Supervisor
EMPLOYMENT STATUS:	Full-time 230 days, Salaried
PAY GRADE:	Administration Pay Grade 2
IMMEDIATE SUPERVISOR:	Assistant Superintendent

POSITION DESCRIPTION: The Advanced Manufacturing Center is a new concept for Butler Tech and operates off-site from main campus at a new location in Hamilton on the Miami Regionals Campus. Due to a small school concept, there is minimal staffing, and thus, the Site Supervisor must have a comprehensive background in school leadership and operations and be able to independently lead all aspects of the school's culture. This person should have multiple years of school leadership experience.

The Site Supervisor plays a vital role in fostering student success, supporting instructors, and strengthening partnerships with on-site manufacturing companies in a dynamic, hands-on learning environment. This individual ensures students meet graduation requirements—including testing, work-based learning (WBL), and district performance measures—while guiding them in pathways such as welding, engineering, precision machining, and robotics.

Operating independently, the Site Supervisor promotes a high-performance culture by overseeing daily operations, instructional leadership, and staff collaboration. Responsibilities include academic advising, social-emotional support, and compliance with Ohio Department of Education & Workforce standards. Additionally, they manage the school budget, resource allocation, and program development while ensuring adherence to local, state, and federal regulations. The Site Supervisor collaborates closely with district administrators to maintain and expand programming that enhances student engagement and career readiness.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must possess:

- Valid Principal licensure including Grades 9-12 issued by the Ohio State Board of Education;
- At least 3 years experience in school leadership;
- Master's degree in Educational Leadership, Management, or related field;
- Significant and demonstrated experience as an instructional leader;
- Preference given to candidates with career technical education experience, technology-driven learning solutions, grant-writing experience, and/or school improvement initiative experience;
- Significant and demonstrated experience with data-driven decision making and instruction;
- Ability to foster a positive and inclusive school culture and build relationships with diverse stakeholders;
- Knowledge of Ohio education laws, policies, and best practices;
- Willingness and ability to work with students, teachers and administrators as a team member;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid drivers' license; reliable transportation, and vehicle insurance;

- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An administrator employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the administrator is required to perform any other duties assigned.

- Serve as a resource to the district leadership on matters related to secondary education programming;
- Oversee daily school operations, ensuring a safe, disciplined, and engaging learning environment;
- Provide visionary leadership to drive academic achievement and student success;
- Utilize data-driven decision-making to improve student performance and school outcomes;
- Promote student-centered learning experiences that support college and career readiness;
- Support social-emotional learning (SEL) initiatives and student wellness programs;
- Foster student leadership, extracurricular activities, and a positive school culture;
- Address student behavior concerns with fair and effective discipline strategies;
- Implement and enforce school policies, including attendance, discipline, and safety protocols;
- Work cooperatively with the district leadership and other staff on the development and implementation of curricular plans for secondary education aligned with Ohio learning standards;
- Manage the budget creation and execution process for the building, including the establishment of budgetary goals and facilitation of district initiative fund allocation, capital improvements, CTSO funding, extended programming, etc.;
- Work collaboratively with the district leadership on the development, implementation, and improvement of secondary education programming, including but not limited to course and program descriptions;
- Coordinate the implementation of new programs at the school, including working cooperatively with the Executive Director of Business Operations on program moves;
- Track the progress of departmental performance measures and drive positive change of lagging measures;
- Responsible for the recruitment, hire, supervision, development, and evaluation (including recommendation for termination or non-renewal and oversight of individual work plans) of subordinates, including teachers, support staff, and/or assistant administrators;
- Conduct regular observations and provide constructive feedback to enhance instructional practices;
- Foster a culture of continuous improvement and professional development for staff, encouraging and facilitating ongoing professional learning opportunities;
- Coordinate staff meetings for staff;
- Oversee and participate in the secondary student complaint, discipline, and dismissal process as required;
- Promote a collaborative and professional culture among faculty and staff;
- Serve as first level hearing officer for employee grievances arising that cannot be resolved outside of the grievance process;
- Maintain strong relationships with parents, guardians, and community stakeholders;
- Act as a liaison between the school, district leadership, and local organizations;

- Foster a culture of open communication and transparency with all stakeholders;
- Collaborate with businesses and higher education institutions to enhance student opportunities;
- Manage special projects at the direction of the Executive Director of Secondary Education.

ESSENTIAL FUNCTIONS OF ADMINISTRATIVE LEADERSHIP

All administrators employed by the Butler Technology and Career Development Schools are expected to perform the following functions and duties.

- Support effective leadership by applying best practices in the administrator's area of expertise, encouraging continual improvement, and holding staff and others accountable for having high standards and positive expectations for achievement and performance;
- Utilize effective administration and management techniques by performing job duties at a high level, exercising sound and consistent judgment, and applying knowledge of Board policies, Administrative Guidelines, and fiscal management;
- Facilitate the development of a shared mission and vision among staff;
- Work cooperatively with other administrators to integrate individual efforts into unified district programs or projects;
- Contribute to the development and implementation of the district's strategic plan;
- Promote equity and appreciation of diversity among faculty, staff, students and the community;
- Develop effective relationships with staff and the community by making sound personnel decisions, properly assessing stakeholder needs in decision-making, promoting collaboration, communicating clearly, and providing effective rewards and recognitions;
- Contribute to the creation of an environment of high achievement, continual improvement, professional growth, and acceptance;
- Maintain high standards of ethics, honesty and integrity in all matters, and employ the decision framework;
- Comply with all Board Policies; Administrative Guidelines; and local, state, and federal educational policies and regulations;
- Model non-discriminatory practices in all activities;
- Maintain confidentiality in district matters;
- Project a positive image of career technical education;
- Conduct subordinate evaluations as required by Board Policy or the Master Agreement;
- Develop and continuously update an individual work plan;
- Achieve and maintain technological proficiency with district operating systems and programs, and promote similar proficiency among staff;
- Attend staff meetings/events, student ceremonies, trainings, and Board of Education meetings as directed; and
- Be willing and able to devote the time and effort necessary to do the job effectively.

ADDITIONAL ESSENTIAL FUNCTIONS:

- Arrive on time to work each regular workday;
- Be in attendance every regular workday, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Plan and organize own work to prioritize activities;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);

- Confer with supervisor regarding progress, concerns and recommendations;
- Be adaptable and flexible with changes, updates, processes, and procedures;
- Continuously update and improve professional skills;
- Report the presence of unauthorized or atypical visitors;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Efficiently manage assigned duties and train other employees as necessary;
- Perform other tasks, consistent with the position, as may be required.

WORK ENVIRONMENT AND CONDITIONS

Occasional: Exposure to inclement weather driving conditions; interaction with unruly children and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants

Frequent: Attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties; prolonged periods of standing; moving and lifting supplies and materials up to 30 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an administrator encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Administrators shall be evaluated in accordance with Board Policy.