

POSITION	Bioscience Administrator
GENERAL DESCRIPTION	<p>This position oversees and supports the Bioscience Center, which houses high school and adult education health science programs. Students range from Grade 10 through adult. This position reports to the lead principal.</p> <p>The Bioscience Administrator supports the Principal to foster a culture of academic excellence, student engagement, and staff collaboration while ensuring compliance with Ohio Department of Education & Workforce standards. The Bioscience Administrator supports the oversight of daily operations, instructional leadership, staff management, and community engagement to promote a safe, inclusive, and effective learning environment. The Bioscience Administrator supports the development and oversight of the school budget, resource allocation, financial management, implements and deploys secondary education initiatives, maintains existing and identifies new programming, and ensures compliance with local, state, and federal educational policies and regulations.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• Valid Principal licensure including Grades 9-12 issued by the Ohio State Board of Education;• Master’s degree in Educational Leadership, Management, or related field;• 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;• At least three (3) years of experience as an educator;• Previous supervisory experience strongly preferred;• 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.
STARTING DATE	July 2025
SALARY	Administration, Grade 2 (\$91,717 – 119,233)

LOCATION	Temporarily split between Fairfield Township Campus School of the Arts and West Chester Campus; Will move exclusively to newly constructed space at West Chester Campus in January 2026
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement
WORK YEAR	230 days - 8 hours/day
DEADLINE	Internal: February 24, 2025; External: Until Filled
APPLY TO	Butler Tech Careers

Butler Tech is an equal opportunity employer. Applications will be accepted without regard to age, race, color, national origin, sex, religion, military status, genetic information, or disability. The regulations of Title VI, Title VII, the Equal Pay Act, the Americans with Disabilities Act, Title IX and other applicable state and federal laws are followed. (If you need an accommodation to interview, contact Human Resources.)