



POSITION VACANCY

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| DATE POSTED: | June 10, 2022 |
| POSITION: | Medical & Legal Office Professionals Instructor (Business and Administrative Services) – Part-Time for One Year |
| REPORTS TO: | Director – Zanesville Campus |
| STARTING DATE: | August 18, 2022 |
| SALARY RANGE: | Per Mid-East Salary Schedule |
| WORK YEAR: | 185 days |
| QUALIFICATIONS: | Career-technical teaching license or qualifications (required work experience/education in the field and willingness to take college classes) and ability to earn teaching license or substitute teaching license in the area of Business and Administrative Services. Ability and willingness to work with students of a variety of learning levels. Meet health requirements as established by state law and the Board of Education. Pass a criminal background check as required by law. Position is part-time and will be non-renewed after one year. |
| RESPONSIBILITIES: | Instruct, mentor and supervise high school age students in the field of Medical & Legal Office Professionals (Business and Administrative Services) and related content. |
| APPLICATION DEADLINE: | June 24, 2022 |
| APPLY TO: | Stephanie VanDusen, Executive Secretary-Central Office |

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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