



# POSITION VACANCY

**Date Posted:** February 10, 2026

**Position:** Workforce Development Coordinator

**Reports to:** Assistant Superintendent

**Starting Date:** August 3, 2026

**Salary Range:** Per Salary Schedule

**Work Year:** 230 Days

**Qualifications:**

Knowledge/experience with the District's business partners, their methods of operations, and their employment requirements is preferred. Ability to match the skills, aptitudes, abilities, and interests of students to appropriate job/training opportunities. Knowledge of job search and retention skills, employee/employer expectations, job-seeking methods, etc. Ability to successfully promote a positive image of self, students, and career-technical programs to employers, community leaders, personnel directors, and the general public. Possess a valid Ohio's driver license, pass BCII and FBI criminal background checks, and be willing to submit and pass a drug screen.

**Responsibilities:**

Provide services to High School and Adult Education students that will assist them with their transition from their program of study to related employment. Provide services to program instructors connecting employers to students. Build and maintain collaborative working relationships with employers to meet workforce demand in our area.

**Application Deadline:** February 27, 2026

**To apply please send your application for employment (located on our [website](#)), cover letter and resume to:**

**Email:** [svandusen@mideastctc.org](mailto:svandusen@mideastctc.org)

**Mail to:** Stephanie VanDusen, Mid-East CTC, 400 Richards Road, Zanesville, OH 43701