

Middle Bucks Institute of Technology (MBIT) is currently seeking an experienced, dynamic leader to fill the position of Administrative Director. The ideal candidate will embrace and promote the MBIT mission of *Preparing Tomorrow's Workforce Today* through a focus on academics, instruction, college and career readiness, and work-based learning experiences supported by a productive and collaborative relationship with students and staff. Additionally, the new Administrative Director will be expected to prioritize the safety of students, staff, and the facility.

### MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

MBIT operates as a school of choice designed for students seeking to enhance their educational program with highly relevant career and technical experience, connected directly to their unique career goals. Established in 1969, MBIT is located in Jamison Pennsylvania and serves the Centennial, Central Bucks, Council Rock, and New Hope-Solebury School Districts of Bucks County.

Students are exposed to a strategic blend of classroom theory, technical applications in state-of-the-art laboratories, and off-campus work-based experiences. Core curriculum is provided in ways that creates personal meaning and direct career relevance for the students. MBIT offers 21 unique state-approved career programs with many offering students an opportunity to obtain industry aligned certification and college credits by the time they reach graduation.

### LIVING IN BUCKS COUNTY PA

Bucks County, the fourth most populous county in Pennsylvania, is located on the eastern edge of the state bordering the Delaware River. The county is renowned for being a highly desirable location with a unique blend of beautiful rural settings and history, plentiful suburban areas, and easy access to urban centers. MBIT sits in the center of all the county has to offer while being just over an hour from Philadelphia and less than two hours from New York City and Jersey Shore towns.

### POSITION REQUIREMENTS

- Pennsylvania Career and Technical Administrative Director Certification or Provisional Certification (Alternative Route) required.
- Graduate Degree (Master's degree or above) in an education related field.
- Demonstrated record of teaching and educational leadership serving as an Administrative Director or Assistant Director of a Career Technical Center or Secondary School Principal or Assistant Principal.



### CHARACTERISTICS

**MBIT is seeking an Administrative Director who is relationship-focused.** This individual will be visible, engaged, and invested in getting to know the students and employees of the school. The successful candidate will also serve as a proud representative of MBIT with the sending districts and within the community.

**MBIT is seeking an Administrative Director who understands Career and Technical Education.** This individual will bring a wealth of education and business experience to the position. The successful candidate will advocate for the important role Career Technical Education (CTE) plays in Middle Bucks County by championing new programs and expanding work-school partnerships.

**MBIT is seeking an Administrative Director who fosters a culture of safety.** This individual will work with the students, employees, Executive Council, and community partners to ensure that MBIT provides best-in-class safety protocols. The successful candidate will bring varied professional experiences leading safety-related initiatives and best practices to MBIT.

**MBIT is seeking an Administrative Director who will base their tenure in trust, transparency, approachability, and empathy.** This individual will have strong, ethical leadership skills that reinforce a culture of proactive, honest communication. The successful candidate will excel in listening and communicating clearly.

**MBIT is seeking an Administrative Director who understands the complex needs of today's CTE programs.** This individual will understand the importance of data to evaluate enrollment trends, staffing needs, and program decisions. The successful candidate will be deliberative, collaborative, and well-planned in making decisions that impact the school.

### COMPENSATION

A regionally competitive salary and benefits package commensurate with experience will be offered to the successful candidate.

### TO APPLY

Applications are due on or before 11:59 pm on Sunday, **July 10, 2022** with the successful candidate to start as soon as possible, preferably within 60 days of acceptance of the offer. Information regarding all documentation, credentials, references, health forms, etc. that are required to be included with an application are detailed online at: <https://recruit.BucksIU.org/MBIT>.

### QUESTIONS

This search is being conducted by the Bucks County Intermediate Unit (Bucks IU). Questions may be directed to the Bucks IU personnel below. Attempts to contact the MBIT Administration and/or staff will not receive a response.



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