

**EXECUTIVE DIRECTOR OF
STARKE COUNTY INITIATIVE
FOR LIFELONG LEARNING (SCILL)**

JOB DESCRIPTION

Title of Position: SCILL Executive Director

Reports to: President of the SCILL Board.

Overall Responsibility: Directly responsible for a 501(c)(3) Not-for-Profit organization that has as its primary purpose providing education and training for residents of Starke County, Indiana to further develop their job skills.

Specific Responsibilities:

- * Responsible for the supervision of all areas of SCILL, including supervision of its staff, and any programs developed in conjunction with the North Central Area Vocational Cooperative.
- * Determine the need for adult education classes on a variety of subjects, and arrange for the holding of such classes within the community.
- * Serve as liaison between the Department of Workforce Development and SCILL.
- * Develop and maintain a SCILL website.
- * Prepare and recommend an annual budget to the Board of Directors of SCILL.
- * Attend county council and board of commissioners meetings to represent SCILL interests when necessary.
- * In collaboration with the Executive Director of Starke County Economic Development Foundation, survey workforce development and local industry to determine the needs of the Starke County community. Information gleaned from these assessments, will be used to develop workforce training through SCILL or other providers.
- * Search for, make application to, and obtain funding through grants and tuition for all programs. The Director shall continue to evaluate and improve the existing education programming and training of SCILL programming.
- * Prepare a monthly Board agenda in consultation with the SCILL Board President.

General Responsibilities:

- * Acquired and maintain a working knowledge of significant developments and trends in workforce development and education.
- * Foster working relationships and cooperative arrangements with community groups and organizations.
- * Ensure effective communication with the Board and stakeholders.
- * Assure that the organization has a long-range strategy which meets its mission, and toward which it makes consistent and timely progress.
- * Publicize the activities of the organization, its programs, and goals.
- * Develop and maintain a SCILL employee handbook.
- * Any other duties as assigned by the SCILL Board.

Qualifications:

A post secondary degree preferred or demonstrated workforce development experience showing knowledge of adult training methods, curriculum, design, needs assessment, evaluation methodology, and working knowledge of workforce development issues and general industry practices. The candidate should possess or pursue working knowledge of State and Federal agencies providing workforce development funding. The candidate should have demonstrated ability to develop customized training and targeted industry training, including a working knowledge of providers who can provide such services to industry.

**POSTING
EXECUTIVE DIRECTOR OF
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FOR LIFELONG LEARNING
(SCILL)**

Position Description:

This is a unique executive position in Starke County to serve vocational students in grades 9-12 as well as coordinate adult learning opportunities in cooperation with community partners.

The SCILL Board is comprised of local business leaders, school superintendents, vocational director, City of Knox Mayor, and the Starke County Economic Development. *See attached job description for more details.*

Salary: \$45,000.00 - \$60,000.00 depending upon experience and qualifications.

Timeline:

February 1, 2022	Post the position of Executive Director
March 1-3, 2022	Review applications/resumes
March 4, 2022	Schedule interviews
March 7-11, 2022	Conduct interviews with selected candidates (1st and 2nd round if necessary)
March 14-15, 2022	Negotiate contract and announce new Executive Director of SCILL
April 1, 2022	New Executive Director to begin

Submit the following: No later than February 28, 2022 to wreichhart@knox.k12.in.us

Email or mail letter of interest, resume, 3 professional references or recommendations.

Must pass a criminal background check upon acceptance of an offer from the SCILL Board.

Contact: Dr. William Reichhart, Interim Executive Director of SCILL
Knox Community School Corporation
#2 Redskin Trail
Knox, IN 46534
574-772-1601
wreichhart@knox.k12.in.us