

601 Senior Drive  
 New Lexington, Ohio 43764  
 Phone: 740-342-3542



**INTERNAL AND EXTERNAL POSTING**

**INTERVIEWS WILL BE SCHEDULED IN FEBRUARY WITH THE HIGHEST QUALIFIED APPLICANTS.**

**POSTING EFFECTIVE DATE:**  
**December 5, 2024**

**POSTING REMOVAL DATE:**  
**December 31, 2024 at 5:00PM**

**TRANSITIONAL ASSISTANT SUPERINTENDENT**

Under the direction of the Superintendent, the TAS oversees activities, functions, and daily operations of the agency to ensure alignment with the PCBDD mission, vision, values and strategic plan. Alongside the Superintendent, the TAS participates in activities and is involved in providing leadership and supervision to department directors. The TAS advises the Superintendent and the Board on matters and issues related to PCBDD and may serve as the Superintendent’s designee. The TAS assists the Superintendent with administration, program planning, and development of the Board. This position is a transition position for development of a potential new Superintendent as considered and approved by the Board upon resignation of the current Superintendent.

<b>SUPERVISOR</b>	<ul style="list-style-type: none"> <li>• Superintendent</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Master’s degree in public administration, business administration, education, social work, or related field from an accredited college or university.</li> <li>• Eligible for Superintendent Certification issued by the Ohio Department of Developmental Disabilities (DODD).</li> <li>• Demonstrated leadership with a minimum of seven (7) years work experience in administration, supervision, instruction, or habilitation of people with developmental disabilities.</li> <li>• Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.</li> <li>• Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.</li> </ul>
<b>SALARY &amp; STATUS</b>	<ul style="list-style-type: none"> <li>• Position is unclassified, management, contract position, overtime exempt.</li> <li>• Salary is commensurate with experience and qualifications.</li> </ul>
<b>PRIMARY LOCATION</b>	<ul style="list-style-type: none"> <li>• PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764</li> </ul>
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• Full-time position, routinely 8 hours per day, may be required to work evenings and/or weekends, schedule may be flexible and variable.</li> </ul>
<b>WORKPLACE CULTURE</b>	<ul style="list-style-type: none"> <li>• Flexible and family-friendly work environment.</li> <li>• Progressive organization focused on innovation, leadership, and culture.</li> <li>• High levels of employee engagement.</li> </ul>
<b>APPLICATION PROCESS</b>	<p>Please email cover letter, resume, and other relevant information to:</p> <ul style="list-style-type: none"> <li>– Chrissy Berkheimer, Executive Assistant</li> <li>– Email: <a href="mailto:c.berkheimer@perrydd.org">c.berkheimer@perrydd.org</a>, Phone 740-605-8192</li> </ul>