

CREATING ENTREPRENEURIAL OPPORTUNITIES



Knox County CEO is preparing the next generation of strong effective leaders and desires to be proactive in building our economic growth through a transformational entrepreneurship program called CEO. Our community is seeking an innovative educator to facilitate the class who believes that education extends beyond the classroom.

The CEO Facilitator will create a learning environment where students are encouraged to explore, discover and experience learning through real life activities. The facilitator's role is to model a passion for learning; connect with the students and community; collaborate with the CEO Board; and most importantly, provide guidance to the students on their personal CEO journey.

CEO offers real life experiences through regular contact with real entrepreneurs and business people. Students in the program will come from four area high schools and will meet from 7:30 AM to 9:00 AM Monday - Friday during the school year. This is a half-time position requiring a state of Indiana professional Educator's License (preferably with a CTE endorsement). If you are passionate about cultivating lifelong learners, please send resume with references no later than December 15, 2016 to:

Attention Dr. Darrel Bobe, Superintendent
dbobe@nknox.k12.in.us
North Knox School Corporation
11110 N. State Rd. 159
Bicknell, IN 47512

Facilitator Job Description

The CEO Facilitator will create a learning environment where students are encouraged to explore, discover and experience learning through real life activities. The facilitator's role is to model a passion for learning, connect with the students and community, collaborate with the board, and most importantly, provide guidance to the students. The facilitator position is a half-time position. 90 minutes of the day is spent with the students, and the balance is used for arranging business visits, guest speakers, calling on business people, etc. CEO requires a great deal of time from the facilitator to establish good relationships with the business community, prepare the many communications that make the program transparent, and build the learning environment that allows students to succeed.

You are seeking a facilitator who is:

- An entrepreneurial thinker
- An excellent communicator and personally engaging
- Focused on learning alongside the class
- Naturally curious
- Adaptable
- Willing to allow students to make mistakes
- Able to interface with business investors and partners
- Understanding of basic business concepts
- Comfortable working in a technology rich environment

Specific functions of a facilitator:

Support Student Development:

- Mentor Students
- Review Student Journals
- Facilitate the Students Development of the Class Business
- Identify Student Needs
- Plan to Meet Students Needs
- Facilitate the Students Development of their Personal Businesses
- Connect Students to Resources

Organize:

- Class meeting sites
- Tour sites
- Guest Speakers
- Networking Opportunities
- Class Activities

Communicate:

- A Positive Image of CEO
- Greet and Introduce Guests
- Schedule Changes whenever needed
- Write Weekly Class Updates to be posted on the Website
- Prepare A Monthly Board Report:

- List of Tours
- List of Speakers
- List of Guests
- Type of Concepts Covered during the month
- Anticipated Activities for the coming month
- Facilitate Student Presentations for Community Organizations

Collaborate with the CEO Board:

- Class Orientation
- Market the Class
- Student Recruitment
- Student and Alumni Activities
- Annual Report
- Gather Photos and Edit Student Profiles
- Summarize the Years Activities
- Trade Show

Participate in The Midland Institute for Entrepreneurship

- Attend Annual Summer Conference
- Participate in Webinars
- Collect and Submit Class Data Monthly
- Number of Tours
- Number of Speakers
- Number of Visitors
- Institute Surveys
- Request Students Submit Surveys
- Review Information Provided from Surveys

Position requirements/recommendations:

- State of Indiana – Professional Educator’s License
- Career and Technical Education (CTE) endorsement for High School – Business & Information Technology (or a willingness to obtain CTE certification)
- Business experience outside of the school environment
- Knox County community orientation

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