



Lebanon County Career and Technology Center Position Posting

Administrative Job Posting

Position: Principal

The Lebanon County Career & Technology Center (LCCTC) is seeking a confident, experienced educational leader to serve as Principal. LCCTC operates **22 technical programs** in a **half-day delivery model** and serves students from **six sending school districts** across Lebanon County. This role requires a leader who values structure, accountability, and strong relationships with staff, students, and district partners.

Position Summary

The Principal is responsible for the daily instructional and operational leadership of the Center. This includes supervising instructional staff, overseeing student management, ensuring program quality, and working closely with the Administrative Director to uphold LCCTC's mission and standards.

Key Responsibilities

- Support, supervise, and evaluate instructional staff across 22 CTE programs.
- Maintain a safe, orderly, and disciplined learning environment.
- Oversee student attendance, discipline, and program placement in collaboration with sending schools.
- Manage daily operations for both AM and PM sessions.
- Lead instructional improvement, curriculum alignment, and program quality efforts.
- Collaborate with Occupational Advisory Committees, industry partners, and community organizations.
- Ensure compliance with PDE, Bureau of CTE, and regulatory requirements.
- Support CTSO events, student activities, and staff professional development.
- Serve as a visible, steady presence for students and staff.

Qualifications

- Valid PA Principal Certification **or** CTE Administrative Director Certification (or eligibility).
- Experience in school leadership, CTE, or supervising instructional staff.
- Strong interpersonal, organizational, and communication skills.
- Demonstrated ability to lead with fairness, clarity, and consistency.
- Ability to handle student management and daily school operations confidently.
- Commitment to LCCTC's mission: *Every Learner, Every Day, Career-Ready in Every Way!*

Application Process

Interested candidates should submit:

- Letter of interest
- Resume
- PA Standard Application or equivalent
- Three current letters of recommendation
- Copies of certifications and transcripts

Application materials may be addressed to:

Charles "Chuck" Benton, Administrative Director

But all materials must be mailed or emailed to:

Dawn VanWinkle

Lebanon County Career & Technology Center

833 Metro Drive

Lebanon, PA 17042

Email: dvanwinkle@lcctc.edu

Deadline: January 2, 2026, **or until the position is filled.**