

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: May 27, 2004

SUBJECT: Supervisor of Instructional Support

CATEGORY: Personnel

INITIATED BY: Aldo Jackson, Director

DESCRIPTION:

It is the recommendation of the Director to hire Janet Kennerknecht for the position of Supervisor of Instructional Support (see attached résumé).

RECOMMENDATION:

Motion to employ Janet Kennerknecht as Supervisor of Instructional Support with the annual salary of \$60,000 for a 210-day contract effective August 1, 2004.

Jan Kennerknecht
12860 Kline Road
Edinboro, Pennsylvania 16412
(814) 734-3648
E-mail kennerknecht@coaxinternet.com

Professional Preparation

Indiana University of Pennsylvania/California University of Pennsylvania- Vocational Curriculum Specialist Certification, March 2003

Certified Home Economics Teacher, Pennsylvania Department of Education, Instructional II Level, October 1993

Certified Nursery School/Kindergarten Teacher, Pennsylvania Department of Education, State Board of Private Academic Schools, November 1983

Indiana University of Pennsylvania, Indiana, Pennsylvania- M.Ed. in Home Economics Education, August 1977

Indiana University of Pennsylvania, Indiana, Pennsylvania- B.S. in Home Economics Education, May 1976

Professional Experience

August 1994-present *Child Care Services Teacher/Tech Tikes Preschool Director*, Erie County Technical School, Erie, Pennsylvania. Responsibilities- Developing Child Care Services curriculum and competency-based learning materials (initial year of program); instructing and supervising students in a laboratory preschool program; preparing students to compete in the Vocational Industrial Clubs of America (VICA) Preschool Teacher Assistant Contest. Students placed 1st at the state level in 2001, 2000, 1998; 3rd place at national competition in Kansas City, Mo., 2001 and 2000, 4th place at nationals in 1998. Supervisor- Neil Donovan

November 2002 *NOCTI Test Reviewer*. National Occupational Competency Testing Institute/Pennsylvania Department of Education, Bureau of Career and Technical Education. Responsibilities- Reviewing and revising Early Childhood Development *written* test given annually to high school Child Care seniors, nationwide. Supervisor- Ellie Bicanich

April 2002 *NOCTI Test Reviewer*. National Occupational Competency Testing Institute. Responsibilities- Reviewing and revising Early Childhood Development *performance* test given annually to high school Child Care seniors, nationwide. Supervisor- Helen Bacon

August 1996-June 1998 *Part-Time Curriculum Development Coordinator (2 days/wk)*, Erie County Technical School. Responsibilities- Assisting teachers with curriculum development; task analysis and validation; representing ECTS at monthly I.U. Curriculum Director's meetings; developing articulation agreements with post-secondary institutions; grant writing; vocational program approval work; Strategic Planning and Principal's Advisory Committee member. Supervisor- Jim Infantino

August 1990-August 1994 *Child Care Services Teacher*, Crawford County Area Vocational-Technical School, Meadville, Pennsylvania. Responsibilities- Developing Child Care Services curriculum (initial year of program); developing task list; developing competency-based learning materials; instructing and supervising students in a laboratory preschool setting. Supervisor- Jim Brown

September 1998-present *Learning Lab Resource Person* (Adjunct Faculty Position), Center for Vocational Personnel Preparation, Indiana University of Pennsylvania. Responsibilities- assisting Career and Technical Education intern teachers in a three-county area with pedagogical skill development in an evening workshop setting. Summer contract work- developing lesson plans used at five IUP Learning Lab sites. Supervisor- Karen Rivosecchi

July 1994-August 1994. *Curriculum Consultant*, Erie City Vocational School. Responsibilities- preparing materials for vocational program approvals; preparation of occupational grids and course descriptions; compiling materials for submission to PDE. Supervisor- David Kranking

August 1990-present *School Resource Person* (Adjunct Faculty Position), CVVP, Indiana University of Pennsylvania. Responsibilities- assisting Career and Technical Education intern teachers with pedagogical skill development; conducting helping conferences; assisting the Field Resource Person with program activities. Supervisor- Karen Rivosecchi

August 1986-August 1990 *Field Resource Person*, full time Instructor Level position, Center for Vocational Personnel Preparation, Indiana University of Pennsylvania. Responsibilities- assisting Career and Technical Education intern teachers at various field sites in western Pennsylvania with a competency-based teacher education program; assisting intern teachers in program planning; conducting workshops; serving as a liaison between the University and local school district personnel; evaluating intern teachers' competency development. Supervisor- Tom O'Brien

April 1990-June 1990 *Curriculum Consultant*, Erie County Technical School, Erie, Pennsylvania. Responsibilities- working with Career and Technical Education teachers to develop task lists, surveys, student performance objectives, performance checklists and lesson plans. Supervisor- Richard DeLuca

September 1987-August 1988 *Curriculum Writer*, Associated Educational Consultants, Pittsburgh, Pennsylvania. Responsibilities- working with a team of writers to develop a catalog of performance objectives, a curriculum guide and test bank items for Vocational-Technical Education Consortium of States, (VTECS). Supervisor- Dan Jacobs

April 1986-June 1986 *Full-Time Substitute Teacher, Home Economics*, Purchase Line High School, Commodore, Pennsylvania. Responsibilities- teaching classes in Parenthood Education, Independent Living and Special Education Home Economics

September 1984-February 1985 *Preschool Teacher*, Indiana County Child Day Care Program, Ackerman Hall, Indiana University of Pennsylvania. Responsibilities- planning and conducting a daily program of activities for 21 preschoolers. Supervisor- Alan Nelson

Jan Kennerknecht, p.3

Professional Memberships

Northwest Pennsylvania chapter of the Association of Educational Communications and Technology (NPAECT)- current
Pennsylvania Career and Technical Education Association (PACTE)- current
American Career and Technical Education Association (ACTE)- current
Vocational Industrial Clubs of America (VICA)
IUP Home Economics Alumni Association (Past President)
National Association for the Education of Young Children (NAEYC)
Phi Delta Kappa, Epsilon Pi Chapter

Publications

"Updating Teaching Skills in the Electronic Age", co-authored with Dr. Michael Spewock, IUP, School-Shop Magazine, Volume 49, No.10, May 1990, pp. 24-25.
"The Power of Positive Attitudes for Vocational-Industrial Teachers", Journal of Industrial Teacher Education, Volume 26, No.3, pp. 59-61, Spring 1989 issue.
V-TECS Catalog of Performance Objectives and Performance Guides for Child Care and Guidance (Management and Services), Associated Educational Consultants, Pittsburgh, Pennsylvania, 1988- writing team member.
V-TECS Curriculum Guide for Child Care Attendant/Day Care Center Worker, Associated Educational Consultants, Pittsburgh, Pennsylvania, 1988- writing team member.

Professional Service

Vocational Industrial Clubs of America Advisor, 1994-1996
Crawford County AVTS Child Care Occupational Advisory Committee, 1994-present
Corry High School Child Care Services Advisory Committee, 1999-present
Phi Delta Kappa Newsletter Editor, Epsilon Pi chapter, 1988-1989
Article Referee, Journal of Industrial Teacher Education, 1988-1989

Professional Presentations

Session Presenter: "Updates to the Beginning Teacher Learning Lab Program", Center for Vocational Personnel Preparation, IUP, August 19, 2002.
Session Presenter: "New Teacher Learning Lab Lesson Plans", Butler AVTS, August 20, 2001.
Staff Development Presentations: Numerous presentations to ECTS staff on the topics of curriculum development, occupational grids, task analysis and validation, articulation agreements and continuing education workshops available, August 1996-June 1998.
Session Presenter: "How to Deal With Difficult People", PVEC Conference, Sheraton Inn, Lancaster, Pennsylvania, June 26, 1989.
Session Coordinator: "Vocational Teacher Product Exchange", PVEC, Lancaster, Pennsylvania, June 26, 1989.
Session Presenter: "Adults in the Classroom- Learner Tendencies and Strategies", PVEC, Seven Springs Resort, Champion, Pennsylvania, June 29, 1988.
Session Presenter: "The Basic Elements of Competency-Based Education", Technical Assistance Workshop for Vocational Program, Admiral Peary AVTS, Ebensburg, Pennsylvania, October 20, 1987.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Instructional Support Services
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34 & 151 Clearances required
TALENTS:	This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities, build teams and capitalize on relationships with others.
JOB STATEMENT:	The Supervisor of Instructional Support Services will coordinate programs and staff that support the instructional environment. These programs include mathematics and reading instruction, curriculum development, special education services and student assessment.
JOB FOCUS:	Curriculum Development and Special Education

PERFORMANCE RESPONSIBILITIES:

Curriculum Management

1. Oversee the curriculum development for academic and vocational programming.
2. Work with career and technical instructors in the periodic review and approval of each program's curricula.
3. Facilitate the integration of academic instruction into all career and technical education programs.
4. Coordinate the mathematics instructional program.
5. Develop and maintain articulation agreements with postsecondary institutions and agencies.
6. Supervise the performance of the following personnel:
 - a. National Skill Standards Coordinator
 - b. Mathematics Resource Person
 - c. Student Services Clerical Staff
7. Represent the ECTS at the curriculum coordinators' meetings.
8. Supervise the administration of standardized assessments including:
 - a. National Occupational Competency Testing Institute
 - b. ASVAB
 - c. Other certification assessments.
9. Collect, analyze and disseminate information regarding academic and vocational assessments which include the following:
 - a. National Occupational Competency Testing (NOCTI)
 - b. Other occupational certification assessments
 - c. PSSA Mathematics
 - d. Vocational and Academic Grades

Special Education Coordination

10. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. The development of Individualized Educational Plans for special education students
 - b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
11. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
12. Serve as a resource in special education transition services.

Other Duties

13. Provide staff development relative to performance responsibilities by assisting the Coordinator of Human and Quality Resources.
14. Supervise the performance of the Student Services clerical staff.
15. Contribute to writing grants or proposals.
16. Provide appropriate orientation sessions for new staff members.
17. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 230 days or less

I have reviewed the above job description and analysis and understand the requirements of the position
_____ (Initials).

Employee

Date

Created: 8/03

Revised: 3/04