

**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 Patrick Holland for the position of Supervisor of Instructional Support (see attached résumé).

RECOMMENDATION:

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

Patrick Holland

5112 Wiltsie Road
Erie, PA 16510
(814)898-2515

Career Objective To help provide a *positive and supportive* educational environment for any student to obtain the skills needed for successful transition into adult life.

Education **Edinboro University of Pennsylvania**, Edinboro, Pennsylvania
Masters of Education Degree in Secondary School Administration

Slippery Rock University of Pennsylvania, Slippery Rock, Pennsylvania
Bachelor of Science Degree in Special Education and Elementary Education (Global certification with an emphasis in learning disabilities/emotional disturbance)

Certifications Special Education(K-12) – Instructional II
Elementary Education(K- 6) – Instructional II
Cooperative Education

Professional Experience

August 1988 to Present	<u>Vocational Liaison for Special Education</u> , Northwest Tri-County Intermediate Unit, at the Erie County Technical School, Erie, Pennsylvania. Responsible for supervising/coordinating students with Individual Education Plans, coordinating support services, trouble shooting problems, and facilitating progress updates to sending school, support agencies, and to their parent(s) or guardian(s).
Summers of 1997 through 2000	<u>Developed and instructed Summer Exploratory Program</u> ,
1996	<u>Initiated Vocational Evaluation and Data Collection of Erie County Special Needs Students Considering Vocational Placement</u>
1994	<u>Helped Initiate Erie County Transition Stuffing's</u>
August 1998	<u>Completed Training of Steven Covey's "The Seven Habits of Highly Effective People"</u>

June 1994	<u>Annie Sullivan Award Winner</u> , Northwest Tri-County Intermediate Unit
June 1998	<u>Educator of the Year Award Winner</u> , Erie County Technical School.
June 1984 to July 1988	<u>Teacher of the Learning Disabled</u> , Roosevelt Elementary School and Franklin Junior High School, Wood County School District, Parkersburg, West Virginia.

Achievements/Accomplishments

- Participated in a West Virginia Special Education Audit Team
- Helped initiate and coordinate Erie County Cross Training on The Role of the Special Educator in The Transition of Students Into Adult Life
- Participated in initial Erie County Technical School Strategic Planning Committee
- Participated as parent representative in Harbor Creek School District's Strategic Planning Committee
- Helped Initiate Erie County Transition Stuffing's
- Participated in Lead Teacher Training as participant and trainer
- Initiated Vocational Evaluation and Data Collection of Erie County Special Needs Students Entering Vocational Placement
- Completed Training of Steven Covey's The Seven Habits of Highly Effective People
- Coached basketball and softball

References

Available upon request.

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 and duties, and build teams including the ability to 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:	Reading Improvement and Special Education

PERFORMANCE RESPONSIBILITIES:

Reading Improvement Program

1. Coordinate the reading improvement instructional program.
 - a. Serve as reading coach to instructional staff
 - b. Conduct baseline and progress assessments
 - c. Facilitate staff development relative to best practices in reading instruction
2. Collect, analyze and disseminate information regarding academic assessments which include the following:
 - a. PSSA Reading
 - b. PSSA Writing
 - c. Other academic assessments
3. Facilitate the integration of academic instruction into all career and technical education programs.

Special Education Coordination

4. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. Development of Individualized Educational Plans (IEP) 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
5. Provide an orientation to the technical school to interested special education students.
6. Coordinate the pre-enrollment assessment for all in-coming special education students.
7. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.

8. Serve as a resource in special education transition services.
9. Supervise the performance of the following personnel:
 - a. Transitions Specialist
 - b. Instructional Assistants

Other Duties

10. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
11. Contribute to writing grants or proposals.
12. Provide appropriate orientation sessions for new staff members.
13. 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