

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