

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