

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Admissions Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE:

REQUIREMENTS: Guidance or administrative certification encouraged, Act 34/151 Clearances

TALENTS: This position requires the employee to take risks while working independently, a desire to be of service to others, and impose structure into their work day. In addition, the employee must set goals and use them to guide their daily functioning, come up with new and creative ideas, build extensive networks of acquaintances to accomplish their duties, and work well in a team.

Job Statement: The Coordinator will promote the value of student participation in career and technical education programs and assist in the assessment and placement of prospective students.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement a plan for recruitment and orientation.
2. Serve as the key liaison with sending school counselors for recruitment, orientation, and admission of students.
3. Monitor and implement a plan for the application and admission of students.
4. Calculate and assign program quotas for sending districts.
5. Coordinate individual and group visitations.
6. Develop and implement presentations regarding career awareness and opportunities through career and technical education for parents and prospective students.
7. Promote the value of career and technical education to parents and students.
8. The functions of the Coordinator shall include but are not limited to the functions enumerated.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: 120 Days or less

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

Employee

Date

Created: 3/22/2005