

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 26, 2005

SUBJECT: Job Descriptions

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In an effort to align our responsibilities with our processes we have found it necessary to revise job descriptions in the area of Student Services. The Pupil Support Services-Placement has been revised and renamed Business Partnerships Coordinator. Pupil Support Services-Guidance has been revised and renamed Guidance Services Coordinator. In addition a job description has been created for Admissions Coordinator. See attached job descriptions.

RECOMMENDATION:

Motion to approve the attached job descriptions for the Business Partnerships Coordinator, Guidance Services Coordinator, and Admissions Coordinator.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Business Partnerships Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 3/22/2005

REQUIREMENTS: Cooperative Education Certification necessary, Guidance 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 work and successfully build teams.

Job Statement: The Coordinator-Placement will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen vocation. The Coordinator-Placement will also support Co-op and maintain communication with both students and local industry.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement the opportunity for work-based experiences for all students.
2. Arrange student meetings with representatives from postsecondary education, the military, and business and industry.
3. Evaluate work-based training sites for compliance with State and Federal guidelines.
4. Evaluate the performance of the work-based experiences through customer satisfaction surveys.
5. Determine students' interests, capabilities, and eligibility for work-based experiences.
6. Coordinate transition activities as students begin work-based experiences.
7. Insure that training plans and other documentation are properly maintained.
8. Perform periodic visits to work-based sites to monitor student progress.
9. Monitor students' academic progress while involved in work experience.
10. Maintain communication with business and industry to insure appropriate student training and placement.
11. Coordinate instruction related to placement.
12. Provide counseling and placement recommendations for recent graduates.
13. Provide an orientation about placement program.
14. Distribute and track scholarship opportunities for students.
15. Assist in the development of articulation agreements with post-secondary institutions.
16. Conduct follow-up activities with program participants.
17. The functions of this position shall included but are not limited the functions enumerated.

Terms of Employment: 200 days (15 of which will be used before, after or during the school year, as determined by the Principal)

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

Employee
Created 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Guidance Services Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 3/21/2005
REQUIREMENTS: Secondary Guidance Certificate, Act 34/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, 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 as needed, be successful at building teams and capitalize on relationships with others.

Job Statement: The Coordinator will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen vocation. The Coordinator will also maintain the role and responsibility for activities normally associated with the position of Guidance Counselor.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the maintenance and dissemination of secondary student records in accordance with existence record policies.
2. Develop and monitor procedures for counseling and testing students.
3. Assist administration in the completion of student surveys.
4. Assist parents and sending school personnel with counseling and advising students regarding personal, social and school related problems.
5. Monitor student progress and maintain a system of communicating concerns to students, parents, and home school counselors.
6. Responsible for scheduling students in proper labs and groups, maintain rosters and process changes.
7. Provide guidance services to special needs students, nontraditional students, and adults into all instructional areas.
8. Maintain current statistical data regarding student enrollment by lab and by sending school districts.
9. Assist Supervisor of Instructional Support Services with standardized testing.
10. Supervise and/or complete all CATS reports for the State Department of Education.
11. Assist the Principal in monitoring attendance procedures and record keeping.
12. Present in-service programs to staff and faculty.
13. Participate in campus advisory committees.
14. Contribute to writing grants/proposals.
15. Coordinate a student recognition program.
16. The functions of the Guidance Services Coordinator shall include but are not limited to, the functions enumerated.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: 200 days (15 of which will be used before, after or during the school year, as determined by the Principal)

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

Employee

Date

Created: 3/98
Revised: 3/05

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