

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: ADMISSIONS COORDINATOR

DEPARTMENT: High School

REPORTS TO: Principal

REVISION DATE: 04/07/2005

REQUIREMENTS: Cooperative Education Certification necessary, Guidance Certification encouraged, Act 34/151 Clearances

TALENTS: This position requires the employee to take risks while working independently, 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, and work well in a team building extensive networks of acquaintances to accomplish their work.

Job Statement: The Admissions Coordinator will promote the value of Career and Technical Education. In addition, the Coordinator will encourage student participation in Erie County Technical School Programs and assist in the assessment and appropriate placement of prospective students.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement a plan for the recruitment and orientation.
2. Serve as the key liaison with sending school counselors for recruitment, orientation, and admission of students.
3. Implement and monitor the plan for the application and admission of students.
4. Calculate and assign program quotas for sending districts.
5. Set up and coordinate individual and group visitations.
6. Develop and implement career awareness opportunities through career and technical education for prospective students and their parents.
7. Cooperate in the articulation process
8. The functions of the Admissions 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: 4/7/2005