

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 28, 2005

SUBJECT: Transfer of Employee

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

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

DESCRIPTION:

At the JOC meeting May 26, 2005 a new job description was approved for an Admissions Coordinator. (see attached) ECTS Administration is recommending transferring Lisa Sorensen, to the position of Admissions Coordinator effective with the 2005-2006 school year.

The Admissions Coordinator works 3/5 of 180 student days (108) plus (5) in-service days for a total of 113 days.

RECOMMENDATION:

Motion to approve the transfer of Lisa Sorensen to the Admissions Coordinator position for the 2005-2006 school year at Column C step 13 salary of \$42,806 prorated to \$26,145.94 for 113 days.

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

Lisa A. Sorensen
4156 Mt. Laurel Dr.
Erie, PA 16510
814-899-9945

Objective

To obtain a challenging position in the field of education that will allow me to utilize my experience and abilities as an educator

Education

Bachelor of Science in Elementary Education
Edinboro University of Pennsylvania, Edinboro, PA (1985)

Cooperative Education Certificate
Indiana University of Pennsylvania, Indiana, PA (1997)

Masters Program in Educational Leadership
Gannon University, Erie, PA (in progress)

Work History

Erie County Technical School 8/1995 – Present

Transition Specialist/Articulation/National Skills Standards Coordinator

- Worked with special education population in transitioning from high school to post-secondary education or employment
- Participated in developing goals for special education students
- Worked with guidance departments, special education students, and social services in providing adaptive accommodations and services for special education students
- Worked with staff to provide accommodations for special education students
- Developed employment sites for cooperative education students
- Supervised students on work sites through cooperative education
- Provided on-the-job coaching to special education students
- Developed agreements with post-secondary education institutions to provide credits for student completing various program at the Erie County Technical School
- Aligned Erie County Technical School curriculum with the standards set by business and industry
- Oversaw the process of attaining business and industry certifications for the programs at the Erie County Technical School
- Supervised instructors in rewriting curriculum

WQLN Public Broadcasting 5/2001 – Present

Education Facilitator

- Facilitate and develop workshops for parents, teachers, and day care providers related to literacy and anger management.

Erie Area Job Training Partnership 6/1991 – 8/1995

Supervisor, Summer Youth and Training Program/Instructor

- Supervised staff and oversaw the summer program for approximately 150 disadvantaged youth in Erie County. This position entailed hiring staff, training and staff development, purchasing, arranging transportation, daily discipline, and maintaining records for federal audit purposes
- Taught a Life Skills class prior to supervising program

St Thomas School 8/1989 – 6/1991

Fourth Grade Teacher

- Prepared for and taught seven subjects per day in a fourth grade, self-contained, classroom

Erie Insurance Group 6/1985 – 1/1989

Mail Processor

- Worked through college in the incoming and outgoing mail department