

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 25, 2006

SUBJECT: Full-time status-Admissions Coordinator

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

DESCRIPTION:

Due to the change in the process of recruiting Administration recommends changing the position of Admission Coordinator from 120 days to 185 days. (See attached revised job description.) This will change the status of Lisa Sorensen from a part-time employee to a full-time employee effective with the 2006-2007 school year.

RECOMMENDATION:

Motion to approve the revised job description of Admissions Coordinator and also to change Lisa Sorensen to full time status as Admissions Coordinator effective with the 2006-2007 school year per the Professional Unit contract at salary of \$44,206, column C step 14.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: ADMISSIONS COORDINATOR
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 05/18/2006

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: 185

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

Employee

Date

Created: 4/7/2005