

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: **DIRECTOR OF VOCATIONAL EDUCATION**
REQUIREMENTS: Director of Vocational Education Certificate, Act 34/151 Clearances
REPORTS TO: AVTS Operating Committee
SUPERVISES: All Administrative and Supervisory Personnel of the Erie County Technical School
REVISION DATE: 11/2006

TALENTS: This position requires the employee to possess a drive to provide a future vision for the school, a drive to be of service to others and promote a service mentality by leadership and modeling, and the ability to play out alternative scenarios in the future. In addition, this employee must be able to take charge, exhibit decisiveness, and have the ability to capitalize on relationships when necessary to accomplish tasks. The employee will also have an ability to identify feelings and perspectives of others and build feelings of mutual support.

JOB STATEMENT: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the AVTS Operating Committee and its committees, except when own employment or salary is under consideration.
2. Advises the Operating Committee on the need for new and/or revised policies and sees that all policies of the Committee are implemented.
3. Oversees the annual operating budget preparations and implements the approved budget.
4. Prepares and submits to the Operating Committee recommendations relative to matters requiring Committee action, placing before the Committee such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
5. Oversees the implementation and revision of the Strategic Plan.
6. Conducts administrative evaluations and staff evaluations on an as needed basis.
7. Informs and advises the AVTS Operating Committee regarding the programs, practices, and problems related to the school, and keeps the Operating Committee informed of the activities operating under the Committee's authority.
8. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
9. Assigns and transfers employees as the interest of the school may dictate, and reports such action to the Committee for information and record.
10. Reports to the Committee the case of any employee whose service is unsatisfactory and recommends appropriate action.
11. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the school.
12. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and concerns in the AVTS.
13. Delegates at own discretion the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Director of final responsibility for the action taken under such delegation.
14. Keeps informed of modern vocational educational practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Committee informed of trends in vocational education.
15. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all

appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the school.

17. Recommends to the Committee for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Submits to the Committee a clear and detailed explanation of any proposed procedure which would involve either department from established policy or the expenditure of substantial sums.
19. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Committee.
20. Provides suitable instructions and regulations to govern the use and care of properties for school purposes.
21. Performs such other tasks as may from time to time be assigned by the Committee.

TERMS OF EMPLOYMENT:

Twelve (12) months a year, 228 Days. Salary to be arranged with the AVTS Operating Committee.

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PRINCIPAL OF SECONDARY PROGRAMS
DEPARTMENT: High School
REPORTS TO: Director of Vocational Education
SUPERVISES: Secondary Program Staff Members and others noted
REVISION DATE: 11/2006

REQUIREMENTS: Director or Supervisor of Vocational Education or Secondary School Principal Certification, Act 34/151 Clearances

TALENTS: The employee possesses a drive to put beliefs into action, to be of service to others, to be creative and find alternative solutions. In addition the employee has the ability to take charge, invests in other employees so they are able to perform to their best, and orchestrates the employees and their duties for the best outcome.

PERFORMANCE RESPONSIBILITIES:

1. Attends AVTS Operating Committee meetings and prepares such reports for the Committee that the Director may request.
2. Assists in the determination of types of programs needed by the school and makes appropriate recommendations.
3. Reports on the status of the school programs and services.
4. Participates in curriculum planning and evaluation.
5. Assists in developing in-service education programs for the professional staff.
6. Prepares required reports requested by the Director.
7. Assumes a significant leadership role in fostering professional growth and building of staff morale throughout the school.
8. Observes and evaluates the instructional staff.
9. Assumes responsibility for the implementation and observance of all AVTS Operating Committee policies and regulations by the school's staff and students.
10. Assists in recruiting, screening, hiring, training, assigning, and evaluating the secondary program staff.
11. Assumes responsibility for the safety, administration and operation of the school plant.
12. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
13. Processes all purchase orders for supplies, materials, and equipment, and submit them to the Director for approval.
14. Supervises all student activities and controls the various local funds generated by these funds.
15. Assists in the management and preparation of the school budget.
16. Supervises the maintenance of accurate records on the progress and attendance of students.
17. Conducts meetings of the staff as necessary for the proper functioning of the school.
18. Performs all duties and assumes responsibility for activities normally associated with the position of high school principal.
19. Performs other tasks and assumes responsibility for other activities, which may from time to time be assigned by the Director.

TERMS OF EMPLOYMENT: 12 months, 228 days

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: BUSINESS MANAGER
DEPARTMENT: Business Office
REPORTS TO: Director
SUPERVISES: Food Service Director
REVISION DATE: 11/2006

REQUIREMENTS: Degree in Business Management, Finance, Accounting, or Economics, Act 34/151 Clearances

TALENTS: This position requires the employee to possess an internal self-imposed drive, mastery of the business office and its daily functions, and an understanding of the ethical manner in which to go about managing the office. In addition, the employee must understand financial applications and have an ability to play out alternative scenarios in the future. This employee has an affinity for numbers, prefers order and accuracy, builds feelings of mutual support and must be able to take charge when necessary.

Job Statement: To administer the business affairs of the Erie County Technical School to ensure the proper accounting of funds and efficiency of operation.

PERFORMANCE RESPONSIBILITIES:

1. Supervise, monitor, and be fully knowledgeable of payroll and accounts payable operations.
2. Responsible for financial accounting of all programs and services authorized by the AVTS Operating Committee.
3. Responsible for the purchasing and supply control function.
4. Aids the Director in the formulation of the annual budget.
5. Responsible for the compilation and completion of all financial reports submitted to school districts, local municipalities or agencies, to the Commonwealth of Pennsylvania and the Federal government.
6. Responsible for the compilation, submission, and interpretation of monthly Treasurers and Encumbrance Reports, and list of bills to be paid.
7. Responsible for the deposit of funds, investment of funds, and management of cash flow.
8. Coordinate the effective utilization of the computerized payroll, accounts payable, and any and all programs available through contracted services.
9. Responsible for updating and monitoring, maintenance agreements, licenses, permits, contracted services.
10. Responsible for all matters dealing with insurance, including appraisals, as well as the Pennsylvania State Employees' Retirement System.
11. Assists in the preparation and processing of all bids, bid specifications, including legal advertisements and dissemination.
12. Attend monthly meetings of the AVTS Operating Committee and others as requested by the Director.
13. Serve as liaison to the Financial Advisory Committee of the General Advisory Council.
14. Serve as Treasurer of the Erie County Vocational-Technical Foundation.
15. Serve as a resource person in contract negotiations.
16. To provide service and advice on all fiscal matters.
17. Provide for and arrange for the internal auditing of all accounts.
18. Serve as the Title VI, Title IX, and 504 Compliance Officer.
19. Perform such other duties as assigned by the Director.
20. Coordinates Quality Management System Internal Audits
21. Keeps full and accurate minutes of all AVTS Operating Committee meetings.
22. Collects information and prepares the agenda for the AVTS Operating Committee monthly meeting.

23. Communicates and disseminates AVTS Operating Committee related matters to Committee members on a regular and as needed basis.
24. Receives and initiates correspondence on behalf of the AVTS Operating Committee.
25. Performs the duties as Board Secretary as defined by the PA School Code.

TERMS OF EMPLOYMENT: 12 months, 228 Days

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

Employee

Date

Created: 6/98
Revised: 4/2002
7/2003

ERIE COUNT TECHNICAL SCHOOL

Job Qualifications

TITLE: Coordinator for Human & Quality Resources
DEPARTMENT: Business Office
REPORTS TO: Director
SUPERVISES:
REVISION DATE: 11/2006

REQUIREMENTS:

1. Bachelor's degree in business management, human resources management, or a related field where courses are related to personnel administration
2. Prior experience in human resources and quality management
3. Able to maintain confidentiality
4. Familiarity with statistical analysis
5. Able to establish and maintain effective working relationships with other employees and the public
6. Knowledge of:
 - a. Principles surrounding effective employee relations
 - b. Occupational health and safety guidelines
 - c. Basic statistics
 - d. Federal and state laws, regulations and procedures regarding human resources
7. Able to effectively collect, prepare, analyze and evaluate human resource data
8. Current Act 34 Criminal and 151 Child Abuse clearances

TALENTS:

This position requires the employee to possess a drive to be of service to others, an internal, self-imposed need to achieve, and need to be personally accountable for their work. In addition, the employee must be able to problem solve, play out alternative scenarios and consequences, and work well in a team environment while considering the different feelings and perspectives of others.

Job Statement:

To coordinate the human resource activities of the school in order to provide satisfactory service to internal and external customers. The job goal also includes oversight of the quality management system to guarantee the highest quality products and services attainable.

HUMAN RESOURCES

PERFORMANCE RESPONSIBILITIES:

Staffing

1. Coordinates a recruitment program, which includes preparing announcements and advertisements, reviewing applications, and maintaining certifications lists and examination results
2. Schedules oral examinations and administers validated employment tests
3. Verifies employment eligibility, orients, and assists new hires in completing all necessary benefit, withholding, and employment forms
4. Processes a range of personnel actions: appointments, separations, promotions, change-to-lower grade, reassignments, transfers, or mass change actions
5. Answers questions regarding human resources policies and procedures, employment opportunities, and other matters relating to human resources from program personnel, employees, and the public
6. Informs new employees of employment related policies and procedures related to employment and termination, benefits and other related issues
7. Maintains personnel information system to ensure compliance with Federal and State regulations and various funding and audit organizations
8. Supervises the evaluation, classification and writing of position audit reports and job descriptions
9. Coordinates an employee recognition program

Benefits Administration

1. Serves as a point-of-contact for advice and information to employees on various employee programs such as retirement and life and health insurance programs
2. Administers the employee benefits and worker's compensation programs
3. Notifies employees of impending deadlines and enrollment periods
4. Acts as an intermediary between employees and outside service organizations, such as the retirement and insurance companies
5. Advises employees in electing benefits
6. Assists the Director in maintaining employee grievance/complaint procedures and handling employee complaints
7. Acts as a mediator in internal disputes
8. Oversees staff attendance and leave requests
9. Prepares invoices for benefit payments

Staff Development

1. Provides technical assistance to professional staff in the processing of professional certification requests
2. Plans, organizes, coordinates and conducts staff development programs, seminars and workshops to increase employee productivity and efficiency
3. Assists in planning and conducting occupational health and safety training programs

QUALITY MANAGEMENT

PERFORMANCE RESPONSIBILITIES:

1. Directly responsible for implementation and maintenance of the campus quality system, reporting on the performance of the quality system for review and as a basis for improvement of the quality system
2. Organizes and promotes campus-wide quality improvement efforts
3. Establishes procedures for maintaining high standards of quality and reliability
4. Evaluates and develops improved techniques for the control of quality
5. Acts as liaison with external parties on matters relating to the quality system
6. Regularly surveys internal and external customers to evaluate and improve the quality of processes and customer services
7. Recommends and implements improvements to the existing processes and systems
8. Responsible for the maintenance of the school's ISO 9001 certification including the internal and external audits
9. Maintains quality manual of operational policies, procedures and documentation
10. Administers document control requirements
11. Documents all evidence of non-compliance and necessary corrective, preventive and continual improvement actions
12. Maintains evidence of supplier selections and evaluations
13. Coordinates, collects and maintains all organizational performance data
14. Verifies product identification and traceability

Other Duties

1. Administers employee ID program
2. Acts as liaison concerning compliance with the Americans with Disabilities Act, Drug-Free Workplace Act, Right to Know and other regulations
3. Supervises preparation of all correspondence, newsletters, and campus directory
4. Oversees the preparation of all State and other reports as required, i.e., PDE Professional Employees Listing.
5. Serves as Secretary of the AVTS General Advisory Council performing all duties normally associated with this Council.
6. Serves as a resource person in contract negotiations
7. Serves on the campus Safety Committee
8. Performs others duties as assigned

TERMS OF EMPLOYMENT: 12 months, 210 Days

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

Employee

Date

Created: 6/98
Revised: 4/2002
7/2003

Erie County Technical School

Job Qualifications

TITLE: Facilities Manager
DEPARTMENT: Maintenance
REPORTS TO: Director
REVISION DATE: 11/2006
SUPERVISES: Maintenance and custodial staff

REQUIREMENTS:

- A. Five (5) years experience in the building maintenance trade, including three (3) years of experience in maintenance supervision.
- B. Must have sufficient experience in the field to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance, including knowledge of electricity, plumbing, carpentry and HVAC systems.
- C. Associate's degree in an engineering discipline preferred.
- D. Must have a thorough knowledge of work hazards, safety procedures, and public safety matters.
- E. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
- F. Flexibility to be available for emergency call-outs during off time.
- G. Act 34/151 Clearances

TALENTS: The employee possesses a desire to be of service to others, an ability to orchestrate employees and tasks, and the ability to solve problems. In addition, the employee is able to take charge when necessary, a need to invest in others and the ability to come up with creative solutions to problems.

Job Statement: Responsible for planning, organizing, directing, and performing an effective and efficient facilities management program encompassing operation, maintenance, repairs, improvements, inspection and custodial services for various types of facilities, including grounds, classrooms, offices, shops or laboratories, and garages at the Erie County Technical School and Skill Center. Ensures that the organization remains compliant with local, state, and federal standards. Participates in planning for the department and responsible for day-to-day supervision of assigned employees to make the most effective and efficient use of available skills, facilities, and equipment.

Performance Responsibilities:

Leadership and Communication

- 1. Able to lead others by way of current methods and maintain departmental productivity and moral.
- 2. Plans and organizes staff assignments to meet daily and weekly workloads, and projects long range needs to maintain adequate capability for meeting fluctuating demands.
- 3. Ensures department remains current in all aspects of facilities maintenance through training and education.
- 4. Establishes and maintains a positive and cooperative working relationship with members of department and campus community.
- 5. Develops and implements a preventative maintenance schedule.

6. Meets regularly with the administrative team to keep them apprised of all job-related activities and participates in management planning.

Fiscal Management & Record keeping

7. Monitors the cost and schedule of work in progress from labor and material records, and alerts management when problems are anticipated. Reviews cost of completed work to identify areas of management concern.
8. Maintains an inventory of materials, tools, and equipment appropriate to support the functions assigned.
9. Maintains a relationship with service contractors and ensuring that regular, ongoing services are performed on scheduled basis and at a reasonable cost.
10. Properly uses, disseminates and files Maintenance Request Forms, receipts, invoices for payment, service records, bids, contracts, warranties, licenses, permits, inspections, architectural plans, and other paperwork related to ECTS facilities.
11. Ensures that expenditures do not exceed yearly facilities budget; assists financial staff with yearly facilities budgeting; and ensures that budgeted capital improvements items are implemented.
12. As appropriate, enters information into database or spreadsheet incorporated with the campus general accounting system, or providing information to appropriate staff person for entry.
13. Oversees additional regulatory areas such as commercial kitchen, cosmetology clinic, and childcare facility permits.

Safety, Security and Work Habits

14. Responsible for the security at all locations, including alarms, panic buttons, surveillance cameras, entry systems, etc.
15. Ensures compliance with all applicable safety regulations, building codes and safety requirements.
16. Responds to emergency calls during non-business hours and determines corrective measures.
17. Identifies, recommends and participates in training sessions and seminars. Provides specialty safety training with goal of reducing hazardous conditions and unsafe practices whenever possible.
18. Keeps buildings and systems in compliance with fire and building codes and insurance requirements.
19. Assures that all facilities are accessible to the extent reasonably possible.

Team Dynamics

20. As required, coordinates work activities with other departments, representatives of local, state, and federal agencies, citizens, and equipment and service suppliers.
21. Directs and coordinates the response to emergencies at anytime. Directs the work of those supervised and coordinates the interaction of their work with other functions within the department and with the occupants of areas, affected by work being performed to ensure a posture of professionalism and service orientation.
22. Maintains excellent public relations by assuring that public and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Director.

Personnel

- 23. Assists maintenance staff on specific jobs to facilitate their training.
- 24. Participates in the interviewing of new maintenance employees, recommending selection to the administrative team.
- 25. Conducts performance appraisals of maintenance staff, and provides on-the-job training and orientation. Where appropriate, recommends upgrading to higher job classifications.
- 26. Handles disciplinary actions, and recommends termination, in accordance with personnel and union contract policies.

Operations

- 27. Demonstrates ability to operate and maintain hand and power tools typically used in the trades in a safe and protected manner.
- 28. Possesses a valid Pennsylvania driver's license.
- 29. May requisition material and equipment necessary for the repair of buildings and operations equipment, in accordance with established policy.
- 30. Conducts periodic inspections of buildings and utilities systems. Reports the results of inspections to the Director orally or in writing, as requested.
- 31. Participates in long-range planning and establishing priorities for facilities maintenance, repairs, and improvements.
- 32. Periodically inspects all campus buildings and advises as to preventative maintenance measures needed.
- 33. Serves as the contact with outside vendors for the following services: janitorial/cleaning, HVAC, fire alarms, life safety systems, elevators, and other building services.
- 34. Maximizes the efficiency, comfort and working conditions in all facilities by keeping all heating, air conditioning, and other ergonomic practices current and in good operating condition.
- 35. Responsible for the maintenance of automotive fleet.

Terms of Employment: 12 months, 228 days

I have reviewed the above job description and analysis and understand the requirements of the position.

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Information Systems & Technology Manager
REPORTS TO: Director
REVISION DATE: 2/2006
SUPERVISES: Facilities and Technology Secretary

REQUIREMENTS:

- A. AAS or BS in Computer Science, MIS or related field
- B. Act 34 & Act 151 Clearance
- C. Must have two years of related experience.
- D. Ability to organize, prepare and conduct technical presentations and workshops.
- E. Basic programming skills in VBS, VBA.
- F. Experience administering, monitoring and troubleshooting network components including hubs, routers, switches, and firewalls. Cisco Router experience required.
- G. Working knowledge of WINS, DNS, DHCP and proxy servers.
- H. Experience with Exchange Server, Terminal Services, Microsoft ISA server, Veratis Backup system, and BackOffice.
- I. Experience using Web development tools and managing Web pages.
- J. Proficient with Microsoft Office products.
- K. Strong understanding of security and access control.
- L. Should have excellent communications skills, being able to effectively interface and collaborate with management, staff and other customers.
- M. Should be accustomed to working in a fast-paced environment, being able to communicate complex instructions to novice users, and work with customers in a proactive service ethic.
- N. Working knowledge of anti-virus software programs and strategies.
- O. Extensive understanding of active directory and deployment of group policies.

TALENTS: This position requires the employee to possess a drive to be of service to others, an internal drive to achieve, and an ability to solve problems. In addition the employee has master their area of expertise, works well in a team environment and is able to identify the perspectives of others in order to resolve issues.

Job Statement: The employee will maintain and support computer systems/network (multi-platform computer facilities with approximately 250 computers, and 8 servers. Create and maintain network architecture. Service internal customer needs for software support and resolve technical problems and provide efficient support for the various information systems used by ECTS.

PERFORMANCE RESPONSIBILITIES:

General:

- 1. Assist users of varying needs and abilities in using computers and technology in day-to-day operations.
- 2. Assist in the evaluation of hardware and software for its applicability to the organization's requirements from product recommendations to cost justification.
- 3. Assist in technology budget planning and preparation.
- 4. Consult with faculty and staff on teaching and research technologies.
- 5. Continue network and technological development to accommodate sustained organizational growth.
- 6. Maintain and upgrade computer software.
- 7. Maintain inventory of all computer equipment, mapping documents of cable, and contracts, leases, and licenses and documentation.
- 8. Order supplies and coordinates the purchase of computer consumable items.
- 9. Serve as liaison between ECTS and support vendors.
- 10. Regularly exercise discretion and independent judgement concerning user needs.
- 11. Resolve problems arising in the operation of hardware, software and applications programs.

12. Work to resolve issues regarding system stability, conflicts, connectivity, printing problems, etc.
13. Develop IT Plans for system upgrades and future deployment.
14. Perform other related or similar duties as requested or as position responsibilities necessitate.

Network:

1. Primarily responsible for implementing the day-to-day maintenance and LAN administration.
2. Add, delete and modify user accounts using Active Directory and Microsoft Exchange.
3. Develop, install and maintain user policies.
4. Install and manage network server software, including back-up database management and fax software.
5. Install network hardware including servers, switches, hubs and routers.
6. Manage user access to network servers and other resources through assignment and termination of rights.
7. Manage worldwide web access and other interfaces to remote users.
8. Perform daily network monitoring including internet access, security and backups.
9. Provide advisory support to all levels of management on equipment, systems, and user levels.
10. Create reports using query languages and report generators.
11. Understanding task automation and scripting languages.

Desktop Computers:

1. Assemble and configure computers and peripherals to include printers, hard drives, scanners, and input devices.
2. Troubleshoot MS Word, Excel, PowerPoint, Access and Outlook software packages.
3. Support the staff to optimize their use of computers and technology.
4. Provide consultations, workshops or training in applications.
5. Learn new software quickly.
6. Configure lab workstations with restricted user rights.
7. Deploy desktop computers with appropriate software and system settings.

Internal Help Desk:

1. Determine problems and take corrective action.
2. Coordinate vendor repairs as required.
3. Implement recovery procedures, to include data retrieval, reconstruction and reconfiguration.
4. Evaluate response time and develop procedures to enhance help desk procedures.
5. Manage help desk personnel providing training and guidance to first level support.

Terms of Employment:

12 months-228 days

Act 93 Administrative Compensation Plan

_____ My initials indicate I have reviewed this job description and understand its requirements.

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Coordinator of Instructional Support Services

DEPARTMENT: Administration

REPORTS TO: Director

REQUIREMENTS: Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34 & 151 Clearances required

TALENTS: This position requires the employee to possess a self-imposed drive, 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, build teams and capitalize on relationships with others.

JOB STATEMENT: The Supervisor of Instructional Support Services will coordinate programs and staff that support the instructional environment. These programs include mathematics and reading instruction, curriculum development, special education services and student assessment.

JOB FOCUS: Curriculum Development and Special Education

REVISED: 11/2006

PERFORMANCE RESPONSIBILITIES:

Curriculum Management

1. Oversee the curriculum development for academic and vocational programming.
2. Work with career and technical instructors in the periodic review and approval of each program's curricula.
3. Facilitate the integration of academic instruction into all career and technical education programs.
4. Coordinate the mathematics instructional program.
5. Develop and maintain articulation agreements with postsecondary institutions and agencies.
6. Supervise the performance of the following personnel:
 - a. National Skill Standards Coordinator
 - b. Mathematics Resource Person
 - c. Student Services Clerical Staff
7. Represent the ECTS at the curriculum coordinators' meetings.
8. Supervise the administration of standardized assessments including:
 - a. National Occupational Competency Testing Institute
 - b. ASVAB
 - c. Other certification assessments.
9. Collect, analyze and disseminate information regarding academic and vocational assessments which include the following:
 - a. National Occupational Competency Testing (NOCTI)
 - b. Other occupational certification assessments

- c. PSSA Mathematics
- d. Vocational and Academic Grades

Special Education Coordination

- 10. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. The development of Individualized Educational Plans for special education students
 - b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
- 11. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
- 12. Serve as a resource in special education transition services.

Other Duties

- 13. Provide staff development relative to performance responsibilities by assisting the Coordinator of Human and Quality Resources.
- 14. Supervise the performance of the Student Services clerical staff.
- 15. Contribute to writing grants or proposals.
- 16. Provide appropriate orientation sessions for new staff members.
- 17. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 210 days

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

Employee

Date

Created: 8/03

Revised: 3/04

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Coordinator of Instructional Support Services

DEPARTMENT: Administration

REPORTS TO: Director

REQUIREMENTS: Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34 & 151 Clearances required

TALENTS: This position requires the employee to possess a self-imposed drive, 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, and build teams including the ability to capitalize on relationships with others.

JOB STATEMENT: The Supervisor of Instructional Support Services will coordinate programs and staff that support the instructional environment. These programs include mathematics and reading instruction, curriculum development, special education services and student assessment.

JOB FOCUS: Reading Improvement and Special Education

REVISED: 11/2006

PERFORMANCE RESPONSIBILITIES:

Reading Improvement Program

1. Coordinate the reading improvement instructional program.
 - a. Serve as reading coach to instructional staff
 - b. Conduct baseline and progress assessments
 - c. Facilitate staff development relative to best practices in reading instruction
2. Collect, analyze and disseminate information regarding academic assessments which include the following:
 - a. PSSA Reading
 - b. PSSA Writing
 - c. Other academic assessments
3. Facilitate the integration of academic instruction into all career and technical education programs.

Special Education Coordination

4. Serve as the main contact with sending school staff and ECTS instructional staff on:
 - a. Development of Individualized Educational Plans (IEP) for special education students
 - b. Availability and coordination of special services provided by sending school district
 - c. Daily performance and periodic progress of special education students
5. Provide an orientation to the technical school to interested special education students.

6. Coordinate the pre-enrollment assessment for all in-coming special education students.
7. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
8. Serve as a resource in special education transition services.
9. Supervise the performance of the following personnel:
 - a. Transitions Specialist
 - b. Instructional Assistants

Other Duties

10. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
11. Contribute to writing grants or proposals.
12. Provide appropriate orientation sessions for new staff members.
13. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 210 days

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

Employee

Date

Created: 8/03

Revised: 3/04

**Erie County Technical School
Job Qualifications**

TITLE: Manager for the Regional Career & Technical Center
DEPARTMENT: Regional Career and Technical Center
REPORTS TO: Erie County Technical School Director
REVISION DATE: 11/2006
SUPERVISES: All administrative, instructional, and support personnel of the Regional Career & Technical Center.

REQUIREMENTS: Bachelor's Degree preferred, but relevant experience in adult vocational education also considered; Act 34/151 Clearances

TALENTS: This position requires the employee to possess a drive to be of service to others, an internal, self-imposed need to achieve, and need to be personally accountable for their work. In addition, the employee must be able to problem solve, play out alternative scenarios and consequences, and work well in a team environment while considering the different feelings and perspectives of others

Job Statement: To provide leadership in developing and maintaining the best possible educational programs and services of the Regional Career & Technical Center.

Performance Responsibilities:

1. Attends and participates in all meetings of the ECTS Operating Committee and its committees.
2. Oversees the annual RCTC operating budget preparations and implements the approved budget.
3. Prepares and submits to the Director recommendations relative to the matters requiring JOC action, placing before the Director such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
4. Conducts administrative and staff evaluations as directed by negotiated agreements.
5. Informs and advises the Director regarding the programs, practices, and problems related to the RCTC, and keeps the Director informed of the activities under the JOC's authority.
6. Together with the Coordinator of Human and Quality Resources secures and nominates for employment the best qualified and most competent teaching and supervisory personnel.
7. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the RCTC.
8. Keeps the public informed about modern post-secondary educational practices, trends and the policies, practices, and concerns in the RCTC.
9. Delegates with the approval of the Director the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Manager of final responsibility for the action taken under such delegation.
10. Keeps informed of modern vocational educational practices by advanced study, by visiting other school systems, by attending educational conferences, and by other appropriate means, and keeps the Director informed of trends and issues in post-secondary technical education.
11. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
12. Recommends to the Director for the JOC's adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the RCTC.
13. Maintains adequate records for the RCTC, including a system of financial accounts; business and property records; and, personnel, school population, and scholastic records. Acts as custodian of such record and of all contracts, securities, documents, books of record, and other papers relevant to the RCTC.
14. Performs such other tasks as may from time to time be assigned by the Director.

Terms of Employment: 12 months, 210 days