

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Reading Coach
DEPARTMENT: High School
REPORTS TO: Supervisor of Instructional Support- Reading
REVISION DATE:

REQUIREMENTS: Certificate in Secondary reading or Reading Specialist certificate preferred; Act 34/151/114 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 Reading Coach will assist instructors in the planning, and implementation of reading strategies in their individual classrooms.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement a plan for the integration of reading strategies in the classroom.
2. Act as a resources and consultant to instructors by modeling effective instructional practices.
3. Work with school administrators and instructors to further the use of reading strategies in the classroom.
4. Assist in the development and implementation of reading assessments.
5. Continue research on current research-based literacy practices.
6. Assist in dissemination and articulation of assessment data to teachers and administrators.
7. Review data with instructors and develop improvement plans.
8. Monitor program and improvements.
9. Work with students as needed to promote reading strategies.
10. Other duties as assigned.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: Part-time Professional Employee.

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

Employee

Date

Created: 6/19/2008

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Mathematics Resource Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE:

REQUIREMENTS: Mathematics certification preferred; Act 34/151/114 Clearances

TALENTS: Besides an overall orientation to service, responsibility and team, this position requires the following talents: possessing an internal, constant and self-imposed drive; a need to be objective and to measure one's performance; an ability to build an extensive network of acquaintances; and, a need to invest in others and to derive satisfaction in doing so.

Job Statement: The Math Resource Coordinator is responsible for providing instructional support in the vocational laboratory or theory room. In addition, the Math Resource Coordinator will aid instructors in adding appropriate mathematics theory to their curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate math pre-testing for each lab made up of lab appropriate testing.
2. Evaluate level of students in each lab based on the pre-test.
3. Develop appropriate math curriculum for each lab

BARGAINING UNIT CLASSIFICATION: Professional Employee-Teacher Contract

TERMS OF EMPLOYMENT: Part time Professional employee

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

Employee

Date

Created: 6/08