



Employee Job Descriptions

August 27, 2009

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: TECHNOLOGY TECHNICIAN, T-1
DEPARTMENT: Technology
REPORTS TO: Information Systems & Technology Manager
REVISION DATE: 8/2009

REQUIRMENTS: Acts 34, 114 and 151
QUALIFICATIONS: Formal education, certification, and/or related experience in Information Technology required. Proven experience and depth of knowledge with Windows XP and TCP/IP networks with a basic understanding of Windows Server architectures preferred. Any level of proficiency in a programming language desired.

TALENTS: This position requires the employee to possess an independent service mentality, a passion for technology, an aptitude for technology evolution, pride in the success of their work, and the ability to impose structure in their work day. In addition, the employee will promote a team atmosphere with their peers and customers maintaining an awareness and attentiveness to individual differences.

JOB STATEMENT: This position will provide faculty and staff with technology problem determination and solution implementation for technology related issues, upgrades, and changes under the direction of and in cooperation with the Information Systems and Technology Manager.

PERFORMANCE RESPONSIBILITIES:

Information Technology

1. Provides help desk assistance in a professional and courteous manner.
2. Installs software independently and documents new and/or changes in procedures.
3. Documents and conducts troubleshooting with desktops, laptops, network, and peripherals.
4. Assists Information and Technology Manager with daily maintenance and operations.
5. Assists in preparing, filing and maintaining records related to technology usage.
6. Assists with planning, design, implementation, and deployment of technology systems.
7. Provides assistance maintaining email, backup, and business applications.
8. Implements internet and intranet web programming changes independently.
9. Organize paperwork for e-rate.
10. Physical maintenance of technology inventory.

General

11. Communicates details and escalation information to peers in a professional manner.
12. Attends training sessions and departmental meetings as requested.
13. Performs other duties as assigned by the Information Systems and Technology Manager.

BARGAINING UNIT CLASSIFICATION: T-1

TERMS OF EMPLOYMENT: 12 months, 35 hours per week

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

(Initials)

Employee
Created: 5/2004

Date

ERIE COUNTY TECHNICAL SCHOOL

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REVISION DATE: 8/2009

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10. Physical maintenance of technology inventory.

General

11. Communicates details and escalation information to peers in a professional manner.
12. Attends training sessions and departmental meetings as requested.
13. Performs other duties as assigned by the Information Systems and Technology Manager.

BARGAINING UNIT CLASSIFICATION: T-2

TERMS OF EMPLOYMENT: Part time

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

(Initials)

Employee
Created: 5/2004

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: ADMISSIONS COORDINATOR
DEPARTMENT: High School
REPORTS TO: Director
REVISION DATE: 8/2009

REQUIREMENTS: Teaching Certificate required, Guidance Certification encouraged, Act 34/151/114 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, work well in a team environment, and build an extensive network 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. Manage the resources necessary for the recruitment, orientation and marketing plans.
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 enrollments 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. Establish and maintain a presence and relationship with participating schools.
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: 200 days (15 of which will be paid additionally at a per diem rate, before after or during the school year, as determined by the Director)

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

Employee

Date

Created: 4/7/2005

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: BUSINESS MANAGER AND BOARD SECRETARY
DEPARTMENT: Administration
REPORTS TO: Director
SUPERVISES: Accounting & Administrative Assistant; Food Service Director
REVISION DATE: 08/2009

REQUIREMENTS: Degree in Business Administration, Finance, or Accounting, and Act 34/114/151 Clearances

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

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

PERFORMANCE RESPONSIBILITIES:

1. Supervise, monitor, and be fully knowledgeable of all school business and financial operations
2. Responsible for financial accounting and reporting of all programs and services authorized by the AVTS Operating Committee
3. Responsible for purchasing and inventory control
4. Assist the Director in the formulation of the annual budget
5. Responsible for the 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 JOC monthly meeting Business Manager Report, Revenue and Expenditure Reports, Treasurer's Report, and lists of checks, invoices and payments
7. Responsible for the deposit of funds, investment of funds, and management of cash flow
8. Coordinate the effective utilization of business data systems including payroll, financial accounting, and fixed assets
9. Responsible for updating and monitoring maintenance agreements, licenses, permits, contracted services
10. Responsible for all matters dealing with property and liability insurance, including valuation appraisals
11. Responsible for all matters dealing with Pennsylvania State Employees' Retirement System
12. Responsible for the preparation and processing of all procurement bids, including bid specifications, legal advertisements and dissemination
13. Attend all meetings of the AVTS Operating Committee and others as requested by the Director
14. Serve as a financial resource person in contract negotiations
15. Provide for and arrange for the internal auditing of all accounts
16. Serve as the Title VI, Title IX, and 504 Compliance Officer
17. Serve as ECTS Open Records Officer under the PA Right To Know law
18. Participate in a Quality Management System Internal Audit team
19. Perform the duties of Board Secretary as defined by the PA School Code for the AVTS Joint Operating Committee
20. Record, write, and file accurate minutes of all AVTS Operating Committee meetings
21. Collect information and prepare the agenda for the AVTS Operating Committee monthly meeting
22. Communicate and disseminate AVTS Operating Committee related matters to Committee members

23. Receive and initiate correspondence on behalf of the AVTS Operating Committee
24. Maintain membership in ASBO International, PASBO, and NW PASBO
25. Provide service and advice on all fiscal matters
26. Perform such other duties as assigned by the Director

TERMS OF EMPLOYMENT: 12 months, 228 on-duty days, Business Manager Compensation Plan

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

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: BUSINESS PARTNERSHIPS COORDINATOR
DEPARTMENT: High School
REPORTS TO: Director
REVISION DATE: 8/2009

REQUIREMENTS: Cooperative Education Certification necessary, Guidance Certification encouraged, 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 work and successfully build teams.

Job Statement: The Business Partnerships Coordinator will encourage student participation in work experience programs and to provide support services to assure success in their chosen vocation. The Business Partnerships Coordinator will also support Capstone and Diversified Occupations programming and maintain communication with both students and local industry.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement the opportunity for work-based experiences for all students.
2. Evaluate work-based training sites for compliance with State and Federal guidelines.
3. Determine students' interests, capabilities, and eligibility for work-based experiences.
4. Coordinate transition activities as students begin work-based experiences.
5. Insure that training plans and other documentation are properly maintained.
6. Perform periodic visits to work-based sites to monitor student progress; and monitor academic progress while involved in work experience.
7. Maintain communication with business and industry to insure appropriate student training and placement.
8. Coordinate instruction related to placement. (Co-op seminar, resumes, interviewing, job search)
9. Provide placement for recent graduates.
10. Provide an orientation about placement program.
11. Responsible for graduate follow-up
12. Complete employer and student satisfaction surveys relative to services provided.
13. Manage the OAC database.
14. Plan and conduct regular meetings with business and industry.
15. The functions of the Business Partnerships Coordinator shall included but are not limited the functions enumerated.

Bargaining Unit Classification: Professional Employee Teacher Contract

Terms of Employee: 200 days (15 of which will be paid additionally at a per diem rate, before after or during the school year, as determined by the Director)

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

Employee
Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: CUSTODIAN C-1
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 8/2009

REQUIREMENTS: Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to impose structure in their work and assume personal accountability for it. In addition, the employee should have the ability to build teamwork in their work group and a desire to gain the approval of others through well-done work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe and attractive condition.

Essential Job Functions:

1. Perform routine functions and major and/or minor cleaning projects as assigned following established schedules, methods, and techniques while observing safe work practices.
2. Perform major and/or project cleaning including cleaning and refinishing of floors, shampooing carpeted areas, washing walls, lights, windows, furniture, appliances, etc., as needed, scheduled or directed.
3. Perform minor mechanical, electrical and structural repairs, as expertise and time permits.
4. Maintain walkways, entrances, and steps including snow, ice and debris.
5. Maintain equipment to insure cleanliness and proper operation.
6. Observe, initiate, and report the need for repairs to the Facilities Manager.
7. Regulate heating and ventilation system temperatures to provide economical and safe comfort settings where required.
8. Assumes responsibility for securing all internal and external doors and turning off all unnecessary lights.
9. Maintain grounds as needed.
10. Conduct routine checks of critical areas to assure that electrical and mechanical systems are functioning properly.
11. Initiate and/or complete required purchase orders, work requests, reports, and other documentation.
12. Able to read and comprehend MSDS sheets and observe safe working practices as defined.
13. Responsible for calculation and measurement of products necessary to accomplish assigned tasks.
14. Perform other duties that may be assigned.

BARGAINING UNIT CLASSIFICATION: C-1

TERMS OF EMPLOYMENT: 12 months, 40 hours per week.

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

Employee

Date

Creation date 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: CUSTODIAN C-2
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 8/2009

REQUIREMENTS: Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to impose structure in their work and assume personal accountability for it. In addition, the employee should have the ability to build teamwork in their work group and a desire to gain the approval of others through well-done work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe and attractive condition.

Essential Job Functions:

1. Perform routine functions and major and/or minor cleaning projects as assigned following established schedules, methods, and techniques while observing safe work practices.
2. Perform major and/or project cleaning including cleaning and refinishing of floors, shampooing carpeted areas, washing walls, lights, windows, furniture, appliances, etc., as needed, scheduled or directed.
3. Perform minor mechanical, electrical and structural repairs, as expertise and time permits.
4. Maintain walkways, entrances, and steps including snow, ice and debris.
5. Maintain equipment to insure cleanliness and proper operation.
6. Observe, initiate, and report the need for repairs to the Facilities Manager.
7. Regulate heating and ventilation system temperatures to provide economical and safe comfort settings where required.
8. Assumes responsibility for securing all internal and external doors and turning off all unnecessary lights.
9. Maintain grounds as needed.
10. Conduct routine checks of critical areas to assure that electrical and mechanical systems are functioning properly.
11. Initiate and/or complete required purchase orders, work requests, reports, and other documentation.
12. Able to read and comprehend MSDS sheets and observe safe working practices as defined.
13. Responsible for calculation and measurement of products necessary to accomplish assigned tasks.
14. Perform other duties that may be assigned.

BARGAINING UNIT CLASSIFICATION: C-2

TERMS OF EMPLOYMENT: Part-time

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

Employee

Date

Creation date 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: CAFETERIA AIDE, F-2
DEPARTMENT: Cafeteria
REPORTS TO: Cafeteria Manager
REVISION DATE: 8/2009

REQUIREMENTS: Act 34/114/151 Clearances. Food Service Safety preferred.

TALENTS: This position requires the employee to possess a capacity for physical endurance, a drive to be of service to others, a need to assume personal accountability for their work, and orchestrate the job that needs done. In addition, the employee should have the ability to build teamwork in their work group and have an awareness of and attentiveness to individual differences.

Job Statement: Provide food service for students and staff within the established guidelines. Promote a positive team atmosphere within the work environment.

PERFORMANCE RESPONSIBILITIES:

1. Review menu and menu instructions to become familiar with requirements for the day and weekly needs
2. Prepare food menu as directed and as needed.
3. Set up and monitor service line.
4. Operate cash register.
5. Provide positive atmosphere in service line.
6. Monitor dish room.
7. Responsible for general cleanliness of equipment and cafeteria areas.
8. Assist cafeteria manager with monthly inventory.
9. Perform any tasks needed to complete daily food service operations.
10. Make appropriate decisions about food after approval from cafeteria manager.
11. Assist with inventory and receiving as needed.
12. Possess or be willing to acquire safety and sanitation certification.
13. Supervise and build rapport with student to assist in accomplishment of tasks.
14. Balance POS totals to cash on hand.
15. Records daily sales and receipts activity on daily POS reports.
16. Responsible for securing daily cash receipts.
17. Prepares deposits and presents to business office.
18. Perform other cafeteria duties as required.

BARGAINING UNIT CLASSIFICATION: F-2

TERMS OF EMPLOYMENT: 182 days, school year; not to exceed 24 hours/week

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: **FOOD SERVICE CAFETERIA MANAGER**
DEPARTMENT: Cafeteria
REPORTS TO: Business Manager
SUPERVISES: Classified cafeteria employees
REVISION DATE: 8/2009

REQUIREMENTS: Act 34/114/151 Clearances. Food safety training preferred.
Associate Degree in Food Science/School Cafeteria experience preferred.
Knowledge of National School Lunch Program.

TALENTS: This position requires the employee to possess the drive to be of service to others, a need for expertise in their area, and an ability to orchestrate the daily responsibilities required. In addition, the employee will understand financial ramifications of decision made, work well in a team and have the ability to take charge.

PERFORMANCE RESPONSIBILITIES:

Ordering and Inventory

1. Responsible for processing food requisitions, verifying order receipts, and the storing of food, beverages, and supplies for cafeteria and culinary arts program.
2. Maintains all current perpetual physical inventory records for all foods and supplies.
3. Completes monthly physical inventories.

Supervising

4. Supervises the classified employees in the preparing and serving of food items.
5. Approves the time and attendance record of classified employees.
6. Arranges for substitutes for classified employees when needed.

Government Record Keeping

7. Responsible for maintenance of required government daily production records.
8. Responsible for all record keeping required by government agencies.
9. Coordinates the free and reduced lunch program with the AVTS school districts.
10. Prepares the monthly reimbursement claim request for the PA Department of Education.
11. Ensures compliance with nutritional guidelines.
12. Ensures compliance with health and safety regulations

Cash Receipts and Revenue

13. Fills in as needed when aide is absent.
14. Completes special event request invoice form after event is concluded.

Other Duties

15. Attends appropriate workshops and seminars.
16. Plans menu as required.
17. Performs other duties related to this position as assigned by the Business Manager.

- 18. Participates in internal audits.
- 19. Completes Food Service Survey with students.
- 20. PASBO membership required.

TERMS OF EMPLOYMENT: 195 days

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

Employee

Date

Created 6/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: DIRECTOR OF VOCATIONAL EDUCATION
REPORTS TO: AVTS Operating Committee
SUPERVISES: All Administrative and Supervisory Personnel of the Erie County Technical School
REVISION DATE: 8/2009

REQUIREMENTS: Director of Vocational Education Certificate, Act 34/114/151 Clearances

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 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 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.
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 departure 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:	FACILITIES MANAGER
DEPARTMENT:	Maintenance
REPORTS TO:	Director
REVISION DATE:	8/2009
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 34/114/151 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: GUIDANCE SERVICES COORDINATOR
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 8/18/2009
REQUIREMENTS: Secondary Guidance Certificate, Act 34/15/114 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, 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 as needed, be successful at building teams and capitalize on relationships with others.

Job Statement: The Coordinator will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen vocation. The Coordinator will also maintain the role and responsibility for activities normally associated with the position of Guidance Counselor.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the maintenance and dissemination of secondary student records in accordance with existence record policies.
2. Develop and monitor procedures for counseling and testing students.
3. Assist administration in the completion of student surveys.
4. Assist parents and sending school personnel with counseling and advising students regarding personal, social and /or school related problems.
5. Monitor student progress and maintain a system of communicating concerns to students, parents, and home school counselors.
6. Participate in scheduling students in proper labs and groups, maintain rosters and process changes.
7. Provide guidance services to special needs students, nontraditional students, and adults into all instructional areas.
8. Assist Supervisor of Instructional Support Services with standardized testing.
9. Provided information for reports for the State Department of Education.
10. Assist the Principal in monitoring attendance procedures and record keeping.
11. Present in-service programs to staff and faculty.
12. Participate in campus advisory committees.
13. Contribute to writing grants/proposals.
14. Coordinate a student recognition program.
15. Arrange student meetings with representatives from post secondary education, the military, and business education.
16. Distribute and track scholarship opportunities for students.
17. The functions of the Coordinator-Guidance shall include but are not limited to, the functions enumerated.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: 200 days (15 of which will be paid additionally at a per diem rate, before, after or during the school year as determined by the Principal.)

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 08/2009

REQUIREMENTS: Associate Degree preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Signs guests in, provides name tag, and directs in the appropriate manner.
3. Prepares receipts for incoming monies.
4. Responsible for printing and mailing progress reports and report cards.
5. Assists with tracking of non-duty days for high school staff.
6. Prepares state Cosmetology report quarterly.
7. Prepares end of year reports.
8. Provides back up for RCTC as needed (fingerprinting, registration etc.)
9. Prepares ECTS student handbook.
10. Handles Home School requests of any kind.
11. Assigns lockers.
12. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
13. Files correspondence, invoices, data cards or other records in a prescribed manner.
14. Processes student requests for early dismissals and late admits.
15. Disseminates mail, literature, email, and written messages to staff members.
16. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Principal.
17. Inputs source data on computer.
18. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
19. Distributes and records parking permits for the High School Office.
20. Schedules substitute teachers when so directed by the building principal.
21. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1 TERMS OF EMPLOYMENT: 12 Months

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

Employee
Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Description

TITLE: HIGH SCHOOL SECRETARY- Registrar
DEPARTMENT: High School
REPORTS TO: Principal
RESPONSIBILITIES TO: Admissions Counselor, Guidance Service Coordinator
REVISION DATE: 8/2009

REQUIREMENTS: Associates Degree Preferred, prior work experience as a secretary, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a service mentality, an internal drive to accomplish daily tasks, and the ability to solve problems. In addition, the employee must be personally accountable for their work, work well in a team environment and be aware of and attentive to individual differences.

Job Statement: High School secretary will be responsible for maintaining efficient operation of the High School Office. Employee will courteously greet all visitors, determine their needs and direct them accordingly. The secretary will maintain a positive helpful environment in order to serve customers that enter the office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and directs them to the proper person.
2. Answers the High School office telephone, routes calls to the proper destination, takes and relays messages.
3. Shares in production of a daily attendance report.
4. Files correspondence or other records in a prescribed manner.
5. Processes student requests for early dismissals and late admits.
6. Disseminates mail, literature and written messages to staff members.
7. Types a variety of materials, such as letters, curriculum materials, rough drafts, board reports, etc. for the Guidance Service Coordinator, and Admissions Coordinator.
8. Inputs source data on computer terminal.
9. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance, and correspondence.
10. Input and maintain a student data base.
11. Participate on committees as needed.
12. Provide support to RCTC secretary when needed (fingerprints, registration)
13. Facilitate equipment maintenance.
14. Process materials for audits.
15. Run reports as needed for districts and instructors.
16. Assist with the NOCTI testing process.
17. Assist with Advanced Training Day and other special campus events.
18. Performs such other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1 **TERMS OF EMPLOYMENT:** 12 Months

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

Employee
Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: COORDINATOR FOR HUMAN & QUALITY RESOURCES
DEPARTMENT: Business Office
REPORTS TO: Director
REVISION DATE: 8/2009

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, 114 and 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 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 RESOURCE

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 as necessary.
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. Acts as an intermediary between employees and outside service organizations, such as the retirement and insurance companies.
4. Advises employees in electing benefits.
5. Assists the Director in maintaining employee grievance/complaint procedures and handling employee complaints.
6. Acts as a mediator in internal disputes.
7. Oversees staff attendance and leave requests.
8. 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. Acts as liaison concerning compliance with the Americans with Disabilities Act, Drug-Free Workplace Act, Right to Know and other regulations.
2. Supervises preparation of all correspondence, newsletters, and campus directory.
3. Oversees the preparation of all State and other reports as required, i.e., PDE Professional Employees Listing..
4. Serves as Secretary of the AVTS General Advisory Council performing all duties normally associated with this Council.
5. Serves as a resource person in contract negotiations.
6. Serves on the campus Safety Committee.
7. 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

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: INFORMATION SYSTEMS & TECHNOLOGY MANAGER
REPORTS TO: Director
SUPERVISES: Facilities and Technology Secretary
REVISION DATE: 8/2009

REQUIREMENTS:

- A. AAS or BS in Computer Science, MIS or related field
- B. Act 34, 114 & 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 must master their area of expertise, work well in a team environment and 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). 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 judgment 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

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: NEW CHOICES / NEW OPTIONS SUPERVISOR
DEPARTMENT: Regional Career and Technical Center
REPORTS TO: RCTC Manager
REVISION DATE: 8/2009

REQUIREMENTS: Bachelor's Degree, Master's or experience in Career Counseling preferred, Act 34/114/151 Clearances

TALENTS: This position requires the employee to assist participants in learning to solve their own problems and to become both psychologically and economically self-sufficient. Skills required include knowledge/experience of the client population, their barriers, community resources, and business/industry. Also, presentation skills, positive attitude, listening skills, administer and interpret tests, and warm, welcoming personality.

Job Statement: To provide New Choices/New Options Career Development Services as per PDE funding guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Conducts intake interviews, determines greatest financial need and eligibility of potential clients.
2. Develops and presents workshops for NC/NO clients.
3. Provides comprehensive career guidance and counseling support to individuals or small groups of participants.
4. Administers and interprets vocational assessments.
5. Counsels clients on personal and career related issues.
6. Develops individual career plan with each client.
7. Assist and advise clients with resumes, cover letters, applications and follow- up letters.
8. Conducts evening and outreach programs as needed.
9. Conducts mock interviews with clients.
10. Presents program information to agencies and organizations to aid in recruitment.
11. Develops job referrals and placement strategies for clients.
12. Presents career awareness workshops to Teen Parent programs as requested.
13. Maintains client files and follow-up on progress.
14. Attends meetings as required.
15. Assists with quarterly and annual reports to PDE and L&I.
16. Other duties as assigned.

Terms of Employment: Full Time, 205 days.

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: LEAD MAINTENANCE MECHANIC M-1
DEPARTMENT: Maintenance
REPORTS: Facilities Manager
REVISION DATE: 8/2009

REQUIREMENTS: The skill level of the M-1 position is recognized as being higher and more comprehensive than the M-2 position, as such the Lead Mechanic may be required to coordinate, supervise, and report on tasks performed by others. In addition the following is required:

- A. Valid motor vehicle driver's license.
- B. Able to perform essential computer related tasks.
- C. Specific technical training related to duties, or five years of technical working experience.
- D. Working knowledge of National Electrical Code.
- F. High school graduate.
- E. Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess the desire to be of service to others, a need for expertise in their field, and an ability to be a team player. In addition the employee must be able to solve problems, take charge when necessary and be personally accountable for their work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe, and attractive condition.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, replaces, repairs, installs, alters, renovates, constructs, troubleshoots, tests, inspects, and operates:
 - A. Electrical circuits, motors, transformers, appliances, and communication equipment.
 - B. Heating, ventilation, air conditioning, and refrigeration systems, pipes, plumbing fixtures, drainage and sewer lines.
 - C. Mechanical equipment, such as compressors, generators, furnaces, boilers, and other associated equipment.
2. Operates and adjusts:
 - A. Water supply systems
 - B. Energy management systems
 - C. Emergency systems
 - D. Security systems
3. Maintain and service the grounds and transportation equipment:
 - A. Lawn care and repair
 - B. Care of trees, shrubs, flower beds
 - C. Keep the grounds free from trash and rubbish.
 - D. Keep driveways, parking areas, walkways, and entrances free of snow and ice and in good repair.
 - E. Maintain tools, equipment, and vehicles in good operational condition.
4. Maintain and service the facility structural components (external and internal).
 - A. Painting, patching, caulking, sealing, glazing
 - B. Roof maintenance and repair
 - C. Maintenance of hardware, doors, windows, locks, lockers, and other structural elements in good operational condition.
5. Receiving, storing, distributing, accounting for, and disposing of equipment, materials, and supplies.
6. Assist with routine and special custodial duties when needed.
7. Initiate and/or complete required purchase orders, work requests, reports, and other documentation which

may be associated with the M-1 position.

8. Other duties not enumerated that fall within the scope of the responsibilities of the Facilities Manager may be assigned as necessary.

BARGAINING UNIT CLASSIFICATION: M-1

TERMS OF EMPLOYMENT: 12 months, 40 hours per week.

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: MAINTENANCE MECHANIC M-2
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 8/2009

REQUIREMENTS: The skill level of the M-2 position is recognized as being higher and more comprehensive than the mechanical skills of the M-3 position, and the mechanic may be requested to take the lead in work tasks when assisted by others. In addition the following is required:

1. Valid motor vehicle driver's license.
2. Able to perform essential computer related tasks.
3. Specific technical training related to duties, or two years of demonstrated technical working experience.
4. Working knowledge of National Electrical Code.
5. High school graduate.
6. Act 34/114/151 Clearances

TALENTS: This position requires the employee to desire to be of service to others, a need for expertise in their field and the ability to be a team player. In addition the employee must be able to solve problems and be personally accountable for their work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe and attractive condition.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, replaces, repairs, installs, alters, renovates, constructs, troubleshoots, tests, inspects, and operates:
 - A. Electrical circuits, motors, transformers, appliances, and communication equipment.
 - B. Heating, ventilation, air conditioning, and refrigeration systems, pipes, plumbing fixtures, drainage and sewer lines.
 - C. Mechanical equipment, such as compressors, generators, furnaces, boilers, and other associated equipment.
2. Operates and adjusts:
 - A. Water supply systems.
 - B. Energy management systems.
 - C. Emergency systems.
 - D. Security systems.
3. Maintain and service the grounds and transportation equipment:
 - A. Lawn care and repair.
 - B. Care of trees, shrubs, and flowerbeds.
 - C. Keep the grounds free from trash and rubbish.
 - D. Keep driveways, parking areas, walkways, and entrances free of snow and ice and in good repair.
 - E. Maintain tools, equipment, and vehicles in good operational condition.
4. Maintain and service the facility structural components (external and internal).
 - A. Painting, patching, caulking, sealing, glazing.
 - B. Roof maintenance and repair.
 - C. Maintenance of hardware, doors, windows, locks, lockers, and other structural elements in good operational condition.
5. Receiving, storing, distributing, accounting for, and disposing of equipment, materials, and supplies.
6. Assist with routine and special custodial duties when needed.

7. Initiate and/or complete required purchase orders, work requests, reports, and other documentation, which may be associated with the M-2 position.
8. Other duties not enumerated that fall within the scope of the responsibilities of the Facilities Manager may be assigned as necessary.

BARGAINING UNIT CLASSIFICATION: M-2

TERMS OF EMPLOYMENT: 12 months, 40 hours per week.

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: MAINTENANCE UTILITY (M-3)
DEPARTMENT: Maintenance
REPORTS TO: Facilities Manager
REVISION DATE: 08/2009

REQUIREMENTS: The skill level of the M-3 position is recognized as being more comprehensive than the Custodian (C-1) position, and as such the M-3 may be required to take the lead in work tasks when assisted by others.

- A. Valid motor vehicle driver's license.
- B. Able to perform essential computer related tasks.
- C. Specific technical training related to duties, and demonstrated technical working experience.
- D. High school graduate.
- E. Act 34/151/114 Clearances

TALENTS: This position requires the employee to desire to be of service to others, a need for expertise in their field and the ability to be a team player. In addition, the employee must be able to solve problems and be personally accountable for their work.

Job Statement: To maintain the physical plant and grounds in a clean, comfortable, safe, and attractive condition.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and service the grounds:
 - A. Lawn care and repair
 - B. Care of trees, shrubs, flower beds
 - C. Keep the grounds free from trash and rubbish
 - D. Keep driveways, parking areas, walkways, and entrances free of snow and ice and in good repair.
 - E. Maintain tools and equipment in good operational condition.
2. Maintain and service the facility structural components (external and internal).
 - A. Painting, patching, caulking, sealing, glazing.
 - B. Roof maintenance and repair.
 - C. Maintenance of hardware, doors, windows, locks, lockers, and other structural elements in good operational condition.
3. Receiving, storing, distributing, accounting for, and disposal of equipment, materials, and supplies.
4. Assure the general upkeep of all building and grounds and perform custodial services on an assigned or needed basis, including all responsibilities and tasks of the Custodian (C-1, C-2).
5. Assist in maintaining, replacing, repairing, installing, altering, constructing, and testing:
 - A. Electrical circuits, motors, transformers, appliances, and communication equipment.
 - B. Heating, ventilation, air conditioning, and refrigeration systems, pipes, plumbing fixtures, draining and sewer lines.
 - C. Mechanical equipment, such as compressors, generators, furnaces, boilers, and other associated equipment.
6. Operates and adjusts:
 - A. Water supply systems.
 - B. Energy management systems.
 - C. Emergency systems.
7. Initiate and/or complete required purchase orders, work requests, reports, and other documentation which may be associated with the M-3 position.
8. Other duties not enumerated that fall within the scope of the responsibilities of the Facilities Manager may be assigned as necessary.

BARGAINING UNIT CLASSIFICATION: M-3

TERMS OF EMPLOYMENT: 12 months, 40 hours per week.

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

(Initials)._____

Employee

Date

3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: MATHEMATICS RESOURCE COORDINATOR
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 8/2009

REQUIREMENTS: Mathematics certification preferred; Act 34/114/151 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. Assist with assessment of remediation.
2. Develop and support ECTS instructional programs with appropriate math concepts.
3. Support remediation for PSSA and program math concepts.
4. Evaluate level of students in each lab based on the pre-test.
5. Develop appropriate math curriculum for each lab.
6. Instruct math curriculum developed for each lab.
7. Coordinate with instructors to assess levels of lab math needed for students.
8. Perform other duties as assigned by the Principal.

BARGAINING UNIT CLASSIFICATION: Professional Employee-Teacher Contract

TERMS OF EMPLOYMENT: Full-time, 185 days

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

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: MATHEMATICS RESOURCE COORDINATOR
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 08/2009

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. Assist with assessment of remediation.
2. Develop and support ECTC instructional programs with appropriate math concepts.
3. Support remediation for PSSA and program math concepts.
4. Evaluate level of students in each lab based on the pre-test.
5. Instruct math curriculum developed for each lab.
6. Develop appropriate math curriculum for each lab.
7. Coordinate with instructors to assess levels of lab math needed for students.
8. Perform other duties as assigned by the Principal.

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

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: 8/2009

REQUIREMENTS: Director or Supervisor of Vocational Education or Secondary School Principal Certification, Act 34/114/151 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. Supervises all student activities and controls the various local funds generated by these funds.
14. Assists in the management and preparation of the school budget.
15. Supervises the maintenance of accurate records on the progress and attendance of students.
16. Conducts meetings of the staff as necessary for the proper functioning of the school.
17. Performs all duties and assumes responsibility for activities normally associated with the position of high school principal.
18. Supervises the Alternative Education Program.
19. Organizes the Erie County Principal meetings.
20. Conducts drills related to safety.
21. 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: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Supervisor
RESPONSIBILITIES TO: Facilities Manager, New Choices/New Options Supervisor
REVISION DATE: 8/2009

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure into their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for RCTC. Responsible for providing information by phone or in person for customers interested in training programs or other RCTC services.

PERFORMANCE RESPONSIBILITIES:

1. Assists with secretarial/clerical related operations of the RCTC. Assists in the development and copy of printed materials.
2. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
3. Answers phone calls, routes calls to the proper destination, takes and relays information.
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listen in Item 1.
6. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports.
8. Troubleshoots student record computer system.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists customers with fingerprinting, registration or other requests as needed.
11. Provides assistance to Facilities Manager as needed including but not limited to correspondence, minutes, or other related secretarial duties.
12. Perform cafeteria duty as necessary.
13. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-1

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

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Manager
RESPONSIBILITY TO: New Choices/New Options Supervisor
REVISION DATE: 8/2009

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for RCTC. Responsible for providing information by phone or in person for customers interested in training programs or other RCTC services.

PERFORMANCE RESPONSIBILITIES:

1. Assists with secretarial/clerical related operations of the RCTC.
2. Assists in the development and copy of printed materials.
3. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
4. Answers phone calls, routes calls to the proper destination, takes and relays information.
5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listed in Item 1.
7. Designs, maintains and inputs source data in computer and verifies printed reports.
8. Creates and prepares school reports.
9. Troubleshoots student record computer system.
10. Greets all visitors courteously, determines their needs, and directs them to the proper person.
11. Assists customers with fingerprinting, registration or other requests as needed.
12. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

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

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY-RCTC
DEPARTMENT: RCTC
REPORTS TO: RCTC Manager
RESPONSIBILITY TO: New Choices/ New Options Supervisor
REVISION DATE: 8/2009

REQUIREMENTS: Associate Degree in Business or related field preferred, computer literate, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, the need to be personally accountable for their work, and the desire to be of service to others. In addition, this employee is able to structure their daily work, to take charge if needed, and is aware and attentive to individual differences.

Job Statement: Responsible for all the maintenance of clerical/secretarial operations for RCTC. Responsible for providing information by phone or in person for customers interested in training programs or other RCTC services.

PERFORMANCE RESPONSIBILITIES:

1. Assists with secretarial/clerical related operations of the RCTC. Assists in the development and copy of printed materials.
2. Assists with preparing, filing and maintaining records related to enrollment, student achievement, attendance and correspondence.
3. Answers phone calls, routes calls to the proper destination, takes and relays information.
4. Disseminates mail, literature and written messages to staff members.
5. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listed in Item 1.
6. Designs, maintains and inputs source data in computer and verifies printed reports.
7. Creates and prepares school reports.
8. Troubleshoots student record computer system.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists customers with fingerprinting, registration or other requests as needed.
11. Performs other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-3, less than 24 hours per week

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

Employee

Date

Created: 3/98

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: PUPIL SERVICES SECRETARY
DEPARTMENT: Student Services
REPORTS TO: Supervisor of Instructional Support-Curriculum, High School Principal
RESPONSIBILITIES TO: Supervisor of Instructional Support-Reading, Business and Industry Coordinator
REVISION DATE: 8/2009

REQUIREMENTS: Associate Degree in Business Preferred, computer literate, Act 34/114/151
Clearances

TALENTS: This employee requires the employee to possess a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. In addition, the employee should have the ability to problem solve, work well in a team environment and an awareness of and attentiveness to individual differences.

Job Statement: Pupil Services Secretary will complete secretarial duties in the Student Services office, including Cooperative Education. It will be the responsibility of this secretary to schedule the tasks according to the communicated priority of each program.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as related to prospective students/clients. Schedule appointments as needed and provide necessary information regarding programs available.
2. Responsible for answering switchboard for ECTS, routes calls to the proper destination, takes and relays messages.
3. Develops and copies printed materials.
4. Answers phone calls, routes calls to the proper destination, takes and relays information, fills in for the High School Secretary as needed.
5. Disseminates mail, literature and written messages to staff members.
6. Types a variety of materials, such as letters, curriculum materials, rough drafts, etc., for all parties listed in Item 1.
7. Designs, maintains and inputs source data in computer and verifies printed reports.
8. Creates and prepares school reports.
9. Greets all visitors courteously, determines their needs, and directs them to the proper person.
10. Assists in the preparation for OAC meetings under the direction of the Business Partnerships Coordinator.
11. Assists with enrollment and recruitment documentation as needed.
12. Prepares documents for math coordinators as needed.
13. Assists with compilation of data for PSSA, Co-op survey, graduate survey and others as needed.
14. Provides assistance with fingerprints as needed.
15. Serves as backup for cafeteria duty as needed.
16. Inputs training plans and required documentation as needed.
17. Performs other office duties as may be assigned by the Pupil Services Coordinators and the Building Principal.

BARGAINING UNIT CLASSIFICATION: S-1

TERMS OF EMPLOYMENT: 205 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: **MANAGER FOR THE REGIONAL CAREER & TECHNICAL CENTER**
DEPARTMENT: Regional Career and Technical Center
REPORTS TO: Erie County Technical School Director
REVISION DATE: 8/2009
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 34/114/151 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

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

Employee

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: READING COACH
DEPARTMENT: High School
REPORTS TO: Supervisor of Instructional Support- Reading
REVISION DATE: 8/2009

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. Assist instructors with standards mastery.
11. 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: SPECIAL SERVICES SECRETARY
REPORTS TO: High School Principal
DEPARTMENT: Alternative Education
RESPONSIBILITIES TO: Director of CAEP Program
REVISION DATE: 8/2009

REQUIREMENTS: Associated degree preferred, prior secretarial or clerical work experience, computer literate, Act 34, 114 and 151 Clearances. Confidentiality a must.

TALENTS: This position requires the employee to possess a service mentality, a need for mastery of their work, and the ability to impose structure in their work day. In addition, the employee must take personal accountability for their work, and promote team work while having an awareness and attentiveness to individual differences.

Job Statement: This Special Services Secretary completes secretarial duties for the alternative education program. It will be the responsibility of this secretary to schedule the tasks according to the communicated priorities.

PERFORMANCE RESPONSIBILITIES:

1. Perform office receptionist duties as they relate to prospective students, clients, home school and other agencies.
2. Order supplies as needed.
3. Schedule appointments as needed.
4. Gather information for intakes.
5. Answer all telephone calls and respond appropriately to requests for information. Transfer calls, take messages, route information to proper individuals.
6. Type correspondence, reports, proposals, and surveys as may be necessary.
7. File correspondence as requested.
8. Operate office machines in conjunction with office duties.
9. Assist in stamping, counting, routing and wrapping bulk mail items as relates to offices served.
10. Maintain educational plans and required documentation of students and clients.
11. Maintain tentative daily schedule of department staff.
12. Assist in collection and dissemination of surveys and follow-up projects, quarterly and year-end reports.
13. Correspond with parents and school districts as required.
14. Assist with other office duties as may be assigned.

BARGAINING UNIT CLASSIFICATION: S-2

TERMS OF EMPLOYMENT: 210 or less 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: STUDENT ASSISTANCE AIDE
DEPARTMENT: High school
REPORTS TO: Supervisor of Instructional Support- Reading
REVISION DATE: 8/2009

REQUIREMENTS: Para educator certificate preferred, High School Diploma, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Student Assistance Aides work with handicapped or disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support and Principal. They will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. Aides will also need to understand the challenges faced by special needs students. They will assist students in their relationships and responsibilities to the teacher, with special education staff, parents and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" instruction when appropriate.
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology
5. Assist the students in study skills, math skills, and problem solving
6. Aid in reading course related materials as needed
7. Accurately monitor, record and retain periodic progress reports on each student
8. Coordinate with instructors to develop a plan to address student needs.
9. Perform a variety of clerical duties as needed.
10. Prepare study materials as needed.
11. Assist in monitoring, motivating and training students.
12. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: S.A.A.-1 – Classified Contract

TERMS OF EMPLOYMENT: 180 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: STUDENT ASSISTANCE AIDE
DEPARTMENT: High school
REPORTS TO: Supervisor of Instructional Support- Reading
REVISION DATE: 8/2009

REQUIREMENTS: Para educator certificate preferred, High School Diploma, Act 34/114/151 Clearances

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Student Assistance Aides work with handicapped or disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support and Principal. They will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. Aides will also need to understand the challenges faced by special needs students. They will assist students in their relationships and responsibilities to the teacher, with special education staff, parents and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" instruction when appropriate.
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology
5. Assist the students in study skills, math skills, and problem solving
6. Aid in reading course related materials as needed
7. Accurately monitor, record and retain periodic progress reports on each student
8. Coordinate with instructors to develop plan to address student needs.
9. Perform a variety of clerical duties such as preparing, typing, and duplicating.
10. Prepare study materials as needed.
11. Assist in monitoring, motivating and training students.
12. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: S.A.A.-2 – Classified Contract

TERMS OF EMPLOYMENT: Up to 24 hours per week

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

Employee
Created: 3/98

Date

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	SUPERVISOR OF INSTRUCTIONAL SUPPORT SERVICES
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34/151/114 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:	8/2009

PERFORMANCE RESPONSIBILITIES:

Curriculum Management

1. Oversee the curriculum development for vocational programming.
2. Work with career and technical instructors in the periodic review and approval of each program's curricula.
3. Support the integration of academic instruction into all career and technical education programs.
4. Develop and maintain articulation agreements with postsecondary institutions and agencies.
5. Supervise the performance of the Student Services Clerical Staff.
6. Represent the ECTS at regional meetings (curriculum coordinators', IMTS, Tech Prep, STEM).
7. Supervise the administration of CTE standardized assessments including:
 - a. National Occupational Competency Testing Institute
 - b. Other certification assessments.
8. 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

Special Education Coordination

9. 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 and ECTS.
 - c. Student performance and periodic progress of special education students
10. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
11. Serve as a resource in special education transition services.

Other Duties

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

Administrative Position: Act 93 **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:	SUPERVISOR OF INSTRUCTIONAL SUPPORT SERVICES
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	Supervisory or Administrative Certificate preferred; Experience in curriculum or special education encouraged; Act 34, 114 & 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:	8/2009

PERFORMANCE RESPONSIBILITIES:

Reading Improvement Program

1. Coordinate the reading improvement instructional program.
 - a. Conduct baseline and progress assessments
 - b. 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. Instructional Assistants
 - b. Reading Coach

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 **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: ACCOUNTING AND ADMINISTRATIVE ASSISTANT

DEPARTMENT: Administrative Office

REPORTS TO: Business Manager

ADMINISTRATIVE

RESPONSIBILITIES TO: Director, Coordinator of Human and Quality Resources

REVISION DATE: 6/2009

REQUIREMENTS: Associate Degree in Business preferred, working knowledge of basic accounting principals and practices, Computer literate in Microsoft Office, Other accounting software experience, Act 34/114/15.

TALENTS: The employee possesses a drive to be of service to others, a need for expertise in their area, and a need to assume personal responsibility for their work. The employee will be able to problem solve and have an affinity for numbers. In addition, the employee will work well in a team environment, have an awareness of and attentiveness to individual differences and clear ability to maintain confidence in personnel, financial and legal matters.

Job Statement: To implement all policies and procedures relating to accounting and secretarial assignments in an effective and efficient manner including the management of specific timelines for each department, utilizing current computer technology.

PERFORMANCE RESPONSIBILITIES:

Student Activity Fund: as directed by Business Manager

1. Maintain Student Activity Fund cash receipts and disbursement records.
2. Prepare Student Activity Fund report for monthly Board approval.
3. Reconcile Student Activity Fund checking account monthly.

Cash Receipts: as directed by Business Manager

4. Prepare daily bank deposits.
5. Complete daily deposit summary including account codes.
6. Maintain and reconcile log of payments received from AVTS participating districts.
7. Enter daily deposit summary into software.

Secretarial Support:

8. Assist in compiling Joint Operating Committee meeting agendas, as directed by JOC Secretary, including publishing, and distribution to Committee members and others as needed.
9. Assist in composition of JOC meeting minutes, as directed by JOC Secretary, including publishing, distribution and posting to the website.
10. Complete payroll data entry and record keeping as directed by Coordinator of Human and Quality Resources, including internal spreadsheets, and time sheet data.
11. Secretarial support to Business Manager/JOC Secretary, Director, and Coordinator of Human and Quality Resources; including preparing and mailing correspondence and reports, sorting and distributing mail, meeting scheduling and preparations, calendar coordination, and other duties as needed.
12. Reconcile and collect cardholder VISA statements

Accounts Payable and Purchasing:

13. Issue checks in all funds.
14. Print and distribute purchase orders.
15. Problem solve in each area.
16. Create board bill listing for all funds.

Fixed Assets:

17. Maintain records system.
18. Reconcile differences.
19. Responsible for tagging equipment.
20. Audit locations as directed by procedure.

Other Duties:

21. Maintain all current and archive files relative to each Administrative Position.
22. Provide information to auditors as requested.
23. Create, edit and maintain quality system documents.
24. Keep records and forms updated at the direction of the Coordinator of Human and Quality Resources.
25. Maintain internal audit and Continuous Improvement log.
26. Interact with staff and public in a professional and courteous manner.
27. Complete fingerprints and provide back-up for RCTC as needed.
28. Act as liaison with Cogent as needed.
29. Manage approved driver list.
30. Order office supplies and maintain office equipment.
31. Performs other duties as assigned by the Business Manager, Director, and Coordinator of Human and Quality Resources.

BARGAINING UNIT CLASSIFICATION: S-2

TERMS OF EMPLOYMENT: 210 Days

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

Employee

Date