

Admission Coordinator Board Report

September 2011

The fall is a very busy time in admissions at ECTS. Often at this time of year the school day carries over into evening commitments. An example of an admissions day looks like this:

8:30 am – meeting with Millcreek counselors

10:00 am – meeting General McLane counselor

11:00 am - presentation to 10th graders class at General McLane

12:45 pm - meeting with Northwestern guidance counselors

2:00 pm – presentation to Northwestern 10th grade class

*Back home to Harborcreek for a bit

6:30 pm - 9:00 pm – General McLane Open House

By the end of September I will have been to every district to plan for recruiting and present the 2 yr programs to the all sophomores. I will also have represented ECTS at 9 open houses and 9th grade orientations. More open house dates will be scheduled for later in the fall and spring for 8th graders. Flexibility, organization and creative scheduling are key in admissions. Other priorities for the start of the school year included:

- Assisted, along with the Patty Palo, in coordinating the first 8 days of school activities.
- Worked with students, parents, and home school guidance counselors in any changes in any program changes or new admissions.
- Met with each guidance counselor to plan recruiting efforts.
- Developed presentation for Networking and Tourism and Hospitality for recruiting.
- Gave presentations to sophomore classes at 10 districts to recruit for Networking and Tourism and Hospitality.
- Worked with marketing company to prepare printed material and mailings for the 9th graders.
- Attended and presented STAY information at conference workshop for Career and Technical School Counselors

