

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Instructional Support Services
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	Supervisory or Administrative Certificate preferred; Curriculum Development Experience and Special Education encouraged
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 literacy initiative, curriculum development, special education services and student assessment.
JOB FOCUS:	Curriculum, Literacy and Special Education
REVISED:	11/2018
PERFORMANCE RESPONSIBILITIES:	

Curriculum Development

1. Oversee the curriculum development for ECTS programs.
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. Coordinate and maintain articulation agreements with postsecondary institutions and agencies.
5. Represent the ECTS at regional meetings.
6. Supervise the administration of CTE standardized assessments including:
 - a. National Occupational Competency Testing Institute
 - b. Other certification assessments.
7. 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

Literacy Program

1. Work with Principal to develop school wide enrichment programs.
2. Facilitate staff development relative to best practices in literacy.
3. Facilitate the integration of academic instruction into all career and technical education programs.

Duties of Supervision:

1. Observation of Instructors, including follow-up and conferences
2. Instructional Assistants
3. Student Services Clerical Staff

Special Education Coordination

1. Serve as the secondary 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
2. Assist with an orientation to the technical school to interested special education students.
3. Assist with the pre-enrollment assessment for all in-coming special education students.
4. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
5. Serve as a secondary resource in special education transition services.

Other Duties

1. Provide staff development relative to performance responsibilities by assisting the Principal and the Coordinator of Human and Quality Resources.
2. Contribute to writing grants or proposals.
3. Provide appropriate orientation sessions for new staff members.
4. Facilitate the articulation process.
5. The functions of this position may go beyond those enumerated.

Administrative Position: Act 93, Tier II

Terms of Employment: 210 days

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

Employee

Date

Created: 8/03

Revised: 3/04

Revised: 8/09