

ERIE COUNTY TECHNICAL SCHOOL
Job Qualifications

TITLE: Enrollment and Community Engagement Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 12/10/2019

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, desire to be of service to others, and impose structure into their workday. In addition, the employee must set goals and use them to guide their daily functioning, come up with new and creative ideas, and work well in a team building extensive networks of acquaintances to accomplish their work.

Job Statement: The Enrollment and Community Engagement 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. Develop and 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. Grow and foster relationships and communication with sending school districts.
4. Implement and monitor the plan for the application and admission of students.
5. Calculate enrollments for sending districts.
6. Set up and coordinate individual and group visitations.
7. Assist Instructors in developing individual recruitment plans.
8. Develop and implement career awareness opportunities through career and technical education for prospective students and their parents.
9. Establish and maintain a presence and relationship with participating schools.
10. Increase diversity among students and staff.
11. Transition transfer students.
12. Collect and analyze data to make admissions and marketing decisions.
13. Oversee the development of printed materials and communications.
14. 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

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