

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 12, 2021

SUBJECT: Job Description Review

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Cat Doty – Administrative Services/Human Resources Coordinator

DESCRIPTION:

Job Descriptions updates for Support Personnel positions:

- Accounting and Administrative Assistance
- Confidential Secretary
- High School Secretary – Registrar
- Pupil Services Secretary – HS-RCTC
- Pupil Services Secretary – Student Services
- Instructional Aide
- Supplemental Nurse
- Technology Technician

RECOMMENDATION:

Motion to advance the Support Personnel Job Descriptions revisions as noted.