



8500 Oliver Road
Erie, Pennsylvania 16509-4699
Phone: (814) 464-8660
Fax: (814) 464-8626
www.ects.org
Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2022

STAFFING:

Administration

Professional

Auto Body Repair Instructor Position Posted
Automotive Technology Instructor –Position Posted

Classified

Full-Time High School Secretary-Registrar, Internal Transfer Pam Pence. 8/1/2022 start.
(2) Instructional Aide Positions vacancies.
FT Custodial Position, Hired Alex Del Moral, 4/19/22 start.
School Nurse, Sharon Kresse resignation at the end of the 2021-2022 school year.

PAYROLL:

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

Professional Unit negotiations
Conrad Seigel GASB 75 Valuation
US Census Survey
Title IX documentation/preparation
Summer Pay Option Letters
PTO exhaustion
Parent/Student Survey