

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Curriculum Coordinator
DEPARTMENT:	Administration
REPORTS TO:	Director and Principal
REQUIREMENTS:	Administrative Certificate Required within 2 years; Curriculum Supervisor Certificate Required; Special Education Supervisor Certificate Preferred; Must have or be willing to get Act 34/151/114 Clearances.
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 Curriculum Coordinator will coordinate programs that support the instructional environment. These programs include literacy initiative, curriculum development, special education services and student assessment.
JOB FOCUS:	Curriculum Development, PDE reporting as required, Special Education support as needed, provision of Professional Development as assigned.
REVISED:	10/2020

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. Develop and maintain articulation agreements with postsecondary institutions and agencies.
5. Supervise the performance of the Student Services Clerical Staff.
6. Represent the ECTS at regional meetings (curriculum coordinators, IMTS, Tech Prep, STEM).
7. Supervise the administration of CTE standardized assessments including:
 - a. National Occupational Competency Testing Institute.
 - b. Other certification assessments.
8. 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.

Special Education Support

1. Support sending school staff and ECTS instructional staff.
2. Communicate to ECTS faculty the adaptations called for in the IEP and monitor the same.
3. Serve as a secondary resource in special education transition services.

Supervisory Support Duties

1. May be assigned to Observe Instructors including follow-up and conferences.
2. May be assigned to assist with student conduct throughout the building such as but not limited to (hallways, lunches, student arrival/departure, student events, building safety drills).
3. Operate as Principal when the Principal is otherwise engaged or absent from the building.

Professional Duties

1. Provide staff development relative to performance responsibilities by assisting the Principal and the Administrative Services/Human Resources Coordinator.
2. Supervise the performance of the Student Services clerical staff.
3. Contribute to writing grants or proposals.
4. Provide appropriate orientation sessions for new staff members.
5. Facilitate the articulation process.
6. The functions of this position may go beyond those enumerated.
7. Other duties as assigned.

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

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