

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: August 11, 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 Administration positions:

Director

Principal

Administrative Services / Human Resources Coordinator

Business Manager

IT Manager

Facilities Manager

Curriculum Coordinator

Instructional Support Services and Special Education Coordinator

RECOMMENDATION:

Motion to advance the Administration Job Descriptions revisions as noted.