

ERIE COUNTY TECHNICAL SCHOOL
Job Qualifications

TITLE: Enrollment and Community Engagement Coordinator
DEPARTMENT: High School
REPORTS TO: Director and Principal
REVISION DATE: 11/2021

REQUIREMENTS: Bachelor's Degree in relevant field required, Guidance Certification 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 that is internal, a desire to be of service to others, and a need to assume personal accountability for their work. The employee must set goals and use them to guide their daily functioning, develop/design/implement 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:

Enrollment Coordinator:

1. Develop and manage the resources necessary for the recruitment, orientation and marketing plans.
2. Implement and monitor the plan for the application and admission of students.
3. Calculate enrollments for sending districts.
4. Increase diversity among students and staff.
5. Collect and analyze data to make admissions and marketing decisions.
6. Oversee the development of printed materials and communications.
7. Supervises student conduct throughout the building such as but not limited to (hallways, lunches, student arrival/departure, student events, building safety drills)
8. Engage students individually and via group presentations.
9. Other duties as assigned.

Community Engagement Coordinator:

1. Serve as the key liaison with sending school counselors for recruitment, orientation, and admission of students.
2. Grow and foster relationships and communication with sending school districts.
3. Set up and coordinate individual and group visitations.
4. Assist Instructors in developing individual recruitment plans.
5. Develop and implement career awareness opportunities through career and technical education for prospective students and their parents.
6. Transition transfer students.
7. The functions of the Admissions Coordinator shall include but are not limited to the functions enumerated.
8. Other duties as assigned.

General Responsibilities:

1. Leadership during emergency needs (drills).
2. Available to serve as substitute instruction as needed.
3. Support students in crisis.
4. Meet individually with at risk students and families.
5. Organized work plan to justify the 15 days of per diem to include deliverables and dates.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: 185 days

(possible addition of up to 15 days which will be paid at a per diem rate, before, after, or during the school year, as determined by the Director)

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

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