

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: January 15, 2025

SUBJECT: Job Description Revisions

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

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

DESCRIPTION:

Job Descriptions updates for Support Personnel positions:

High School Secretary & Registrar

RCTC, Business Partnerships, & Facility Secretary

Attendance & High School Secretary

Career Development & Student Services Secretary (New)

RECOMMENDATION:

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