

## ERIE COUNTY TECHNICAL SCHOOL

### Job Qualifications

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| <b>TITLE:</b>         | <b>Curriculum Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DEPARTMENT:</b>    | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REPORTS TO:</b>    | Director and Principal                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>REQUIREMENTS:</b>  | Administrative Certificate Required within 2 years; Curriculum Supervisor Certificate, Special Education Supervisor Certificate, Principal Certificate or Director Certificate Required. Must have or be willing to get Act 34/151/114 Clearances.                                                                                                                                                                                                                   |
| <b>SUPERVISES:</b>    | As assigned by the Director, any Administrative, Professional, and Classified Personnel of the Erie County Technical School.                                                                                                                                                                                                                                                                                                                                         |
| <b>TALENTS:</b>       | This position requires the employee to support the director in providing a future vision for the school, to have a drive to be of service to others and to promote a service mentality by leadership and modeling. In addition, the employee must have the ability to play out alternative scenarios in the future, to assume personal accountability for their work, to solve problems, to orchestrated activities, and to capitalize on relationships with others. |
| <b>JOB STATEMENT:</b> | The Curriculum Coordinator will provide leadership in developing and maintaining the best educational programs and services while overseeing the curriculum, coordinating programs that support the instructional environment, and performing tasks such as auditing programs, planning assessments, writing grants, and supporting students.                                                                                                                        |
| <b>JOB FOCUS:</b>     | Curriculum Development, PDE Reporting, Grant Projects, Special Education Support, and Professional Development.                                                                                                                                                                                                                                                                                                                                                      |

### PERFORMANCE RESPONSIBILITIES:

#### Curriculum Development

1. Oversee the curriculum development for ECTS programs.
2. Work with career and technical instructors in the periodic review, program approval, PDE audits, and grant development and reporting for each program's curricula.
3. Support the integration of academic instruction into all 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, administer, collect, analyze, and disseminate information regarding academic and vocational assessments which include the National Occupational Competency Testing (NOCTI) and other occupational certification assessments.

#### Literacy Program

1. Work with the 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 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 Director or Principal when either is otherwise engaged or absent from the building.

#### Professional Duties

1. Provide staff development relative to performance responsibilities by assisting the Director 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.

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**Administrative Position:** Employment Contract

**Terms of Employment:** 228 days

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

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Employee

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Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law.

Created: 8/03

Revised: 3/04, 8/09, 3/25