

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 16, 2025

SUBJECT: Curriculum Coordinator

CATEGORY: Personnel: X

INITIATED BY: Catherine Doty, Administrative Services / HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Julie Aiken as the Curriculum Coordinator at an annual salary of \$96,916.37 plus benefits consistent with PA ACT 93, effective on or after July 1, 2025.

The following notable points are offered regarding Ms. Aiken:

- 14 years of experience in the education field.
- 15 11 years' experience working in a Career Technical Center.

Has served the Erie County Technical School as Principal since 2021 where she has:

- ✓ Promoted student leadership opportunities
- ✓ Supported school climate for students and staff with building-wide experiences
- ✓ Assisted with REAP's (Review & Evaluate A Program)
- ✓ Established the ECTS Alumni Association

Served the Crawford County Career & Technical Center as an Early Childhood Education Instructor there she:

- ✓ Developed and critiqued curriculum for a two-year program, with a focus on the growth and development of young children, emphasizing teaching strategies.
- ✓ Served as the Director of the Tech Tots Preschool program.
- ✓ Served as Co-advisor of the SkillsUSA chapter.
- ✓ Coordinated the Rotary Outstanding Vocational Award (ROVA) program.
- ✓ Established and advised the National Technical Honor Society.
- ✓ Led several school-wide committees.

Served the Tyron Area School District as a Family & Consumer Sciences Teacher where she:

- ✓ Developed curriculum for middle school cooking and child development classes.
- ✓ Developed curriculum for high school nutrition, pastry, and child development classes.
- ✓ Served on the Occupational Advisory Committee for the Culinary Arts program.

Also has these notable skills/experiences:

- ✓ Professionalism, Dependability, Organizational Skills & Attention to Details
- ✓ Focused on Goals & Reflection, Multitasking & Problem-Solving Skills
- ✓ Curriculum development, Teacher mentoring
- ✓ Proficient in Microsoft Office programs, Experience with Office 365 & Google Classroom
- ✓ Certified in CPR & First Aid and Stop the Bleed

Holds the following credentials:

- ✓ Certificate PA Instructional II
- ✓ Certificate PA Administrative II Principal PK-12
- ✓ Certificate PA CT Admin Director 7-12 (anticipated)
- ✓ Master's Degree in Early Childhood Education
- ✓ Bachelor's Degree in Family & Consumer Sciences Education
- ✓

RECOMMENDATION:

Motion to hire Julie Aiken on or after July 1, 2025, based on the salary of \$96,916.37 per year.