

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE:	Supervisor of Curriculum, Instruction, and Assessment
DEPARTMENT:	Administration
REPORTS TO:	Director
REQUIREMENTS:	PDE Administrative Certificate required as either Supervisor of Curriculum and Instruction, Director of Career & Technical Education, or Principal Certification; must have or be willing to get Act 34, 114 & 151 Clearances.
SUPERVISES:	As assigned by the Director, any Administrative, Professional, and Classified Personnel of the Erie County Technical School.
TALENTS:	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 orchestrate activities, and to capitalize on relationships with others.
JOB STATEMENT:	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 and staff.
JOB FOCUS:	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. 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.

Professional Duties

1. Represent the ECTS at regional meetings (Curriculum Coordinators, PACTA, STEM, WDB, etc.).
2. May be assigned to evaluate and observe professional and support staff.
3. 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).
4. Operate as Director or Principal when either is otherwise engaged or absent from the building.
5. Provide staff development relative to performance responsibilities by assisting the Director and the Administrative Services/Human Resources Coordinator.
6. Contribute to writing grants or proposals.
7. The functions of this position may go beyond those enumerated.
8. Other duties as assigned.

Administrative Position: Act 93

Terms of Employment: 228 days

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

Employee: _____ Date: _____

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