

Erie County Technical School

Guidance Services Plan

I. Mission Statement

Erie County Technical School Student Services staff is dedicated to improving the lives of students by assisting them academically, technically, socially, and are committed to assist all students to be college and career ready upon completion of their program at ECTS.

II. Core Beliefs

It is believed that our customer base consists of our students and their families and respective sending school districts of Erie County, the businesses and industries that employ our students as well as the post-secondary institutions that further the education and training the ECTS staff has initiated.

Staff will assist students and encourage independence, confidence, and learning strategies to improve the academic and technical skill performance of all students.

Students will be afforded a system of networked and individualized assistance and have an array of services that are proactive in delivery.

The Principles of the ECTS staff are to; ensure the safety and welfare of the students; to provide opportunities for learning; protect the public trust, provide the transition from school to work, advanced training, post-secondary school, or military and to embrace the diversity in our school.

III. Student Services Department

Sandy Carr	Student Support Supervisor/Curriculum Liaison
Lesa Scalise	Student Support Supervisor/Special Education Liaison
Brittany Howell	Enrollment and Community Engagement Coordinator
Mary Foulkrod	Career Planning Coordinator/School Counselor
Jeff Zellefrow	Business Partnerships Coordinator
Hanni Nazario	Professional Skills Instructor
Allison Marendt	Technical Math Instructor
Amanda Brown	Instructional Aide
Georgia Buchner	Instructional Aide
Gabi Cook	Instructional Aide
Tatyana Cruz	Instructional Aide
Ryan Hart	Instructional Aide
Austin Hartzell	Instructional Aide
Chloe Imhoff	Instructional Aide
Tony Paparelli	Instructional Aide
Carolyn Rowicki	Instructional Aide
Pat Tech	Instructional Aide

Individualized Career Plan

ECTS 2024-2025

Topic	Student Portfolio Activity	CEW Standard	Resource	Suggested time	Responsible Party
Interest Exploration	Self Assessment	13.1 A,B, 13.4 B	CTE 360	1.5 hr	student
Advanced Training Days, Military Panel, Apprenticeship Panel	Reflection	13.1 E, 13.4 C	school organized opportunities	1 hr	Instructor
Career Awareness and Preparation	Reflection	13.1 E, 13.4 C	Field trips, community service	.5 hr	Instructor
Basic Labor Laws	Certificate	13.1 F	Career Safe Course - Human Resource Management	1 hr	Professional Skills curriculum
Job Search Activity	Artifact	13.1 C	Classroom activity	1 hr	Instructor
Problem Solving	Certificate	13.2 A	Career Safe Course - Critical Thinking	3 hr	Professional Skills curriculum
Interview Skills	Certificate	13.2 B	Career Safe Course - Interview Skills	5 hr	Instructor
Communication Skills	Certificate	13.2 B	Career Safe Course - Communication Skills	2 hr	Professional Skills curriculum
Resume, Cover letter,	Professional letters	13.2 B, 13.4 A	Classroom activity	2 hr	Instructor
Collaborative Work Skills	Certificate	13.2 C	Career Safe Course - Teamwork	2 hr	Professional Skills curriculum
Time Management Strategies	Certificate	13.2 E	Career Safe Course - Time Management	1 hr	Professional Skills curriculum

Work Ethic	Artifact	13.2 D	Daily Employment Assessment	NA	Instructor
Cooperative Education	Student Task	13.3 A, B	Business Partnerships	NA	Co-op Coordinator
End of Year Assessment	Reflection	13.3 C, 13.4 D	Classroom activity	.5 hr	Instructor