Job Duties
Student Interviews with EOC Staff
October 14, 2009

David Kat and John Dolo

Dr. Shaf Rahman
Job title: Program Analyst/Manager
1. He manages technology resources.
2. He teaches at the university at North Campus.
3. He repairs computers.
4. He is the senior person who helps the teachers and the staff.

Hawa and Yelitza

Ms. Lisa Pasqualichio
Job title: Career Planning Placement Intern
1. She monitors the career library.
2. She designs lesson plans.
3. She facilitates lessons.
4. She manages the career video series.

Ileanette Molina and Indira Salgado

Ms. Kara Olidge
Job Title: Coordinator
1. She prepares students for college by providing information, brochures, pamphlets, and advertisements.
2. She meets with students and discusses if they are ready to go to college.
3. She collaborates with the colleges and universities to provide activities.
4. She partners with community organizations so people are aware what EOC provides.
5. She designs marketing and promotional material to encourage students to go to college.

Mayelin Rondon and Zuleyka Mercado

Ms. Deborah Grenier
Job title: Senior Staff Assistant
1. She processes the payments.
2. She orders the supplies.
3. She posts the expenses.
4. She assists budget planning for the next year.
5. She programs the telephone systems.
Ms. Mary Wlodarczyk
Job Title: Administrative Assistant
1. She acts as receptionist to visitors.
2. She assists all staff in the student support services unit.
3. She signs people up for the mock GED test.
4. She handles all time and attendance.
5. She keeps personnel files.

Seaf Almashiakhy and Jean Pierre

Ms. Marsha Christiano
Job Title: Associate Professor
1. She teaches reading classes to GED students.
2. She teaches reading classes to ESL students.
3. She goes to meetings with teachers and administrators.
4. She takes attendance.
5. She does paperwork.

Soheila and Kying

Ms. Keisha Mcfayden
Job title: Staff Assistant
1. She proctors the official GED test.
2. She coordinates student leadership association.
3. She assists counselors as needed.
4. She gives the practice GED exam.
5. She administers the TABE test.

Sanaa Agil, Kadiatu Keita, and Eh Dah

Ms. Linda Soluri
Job title: Program Assistant
1. She does all correspondence.
2. She takes applications for students.
3. She improves the program.
4. She collects time sheets and hands out checks.
5. She gives after school snacks, tokens and bus passes.