

**Minority Ombudsman:**

- Participates on the district Equity Resource Council
- Represents/advocates the interest of minority students
- Assist administration with assuring equity of all students
- Serves as a liaison in the school/community for special populations
- Serves as a mentor for minority students

**Multi Cultural Coordinator:**

- Facilitate the Equity Resource Council (ERC)
- Participate/lead the work of focusing on Closing the Gap populations through the ERC
- Committee monitors and analyzes equity issues as well as advocates that all children, regardless of background or circumstances, be prepared for success in postsecondary education and the workplace, conducts monthly ERC meetings, keeps minutes, communicates with membership
- Works with Liaisons (Community Liaison, Minority Ombudsman, Henderson Community College )
- Charged with assuring ERC carries out the College & Career Bound Plan, which addresses college and career awareness activities at each grade level, updates plan yearly, communicates with all stakeholders involved, organizes activities, assures activities are carried out for each respective grade level
- Charged with organizing the Equity Resource Council scholarship, organizes fundraising (Bingo nights), coordinates with HCHS to publicize scholarship opportunity, gathers applications and presents to committee, presents scholarship, coordinates with scholarship recipient to receive money

**Drama Activities Coordinator:**

- Direct and produce two shows a year (roughly 15 hours a week in rehearsals for 6-8 weeks)
- Assist with acting, coaching, and costume design for the musical
- Conduct regular International Thespian Society meetings
- Chaperone students to Thespian Society events and competitions

**Science Olympiad Coordinator:**

- Recruit students that are gifted or have a high interest in science
- Meet with student during the school year 1-2 days per week preparing for regional/state academic interscholastic competitions (There a 21 events.) Competitions are in various science disciplines: biology, earth science, environmental science, chemistry physics, astronomy, anthropology, engineering, medicine, computers, and technology.
- Gather resource materials for students to prepare for competitions
- Training and coaching of students in the diverse areas of competition, as they prepare for competitions
- Supervise students during practice and competitions

**Curriculum Specialists:**

- Provide school/district leadership in providing professional development to all district teachers throughout the year
- Provide instructional modeling in schools
- Locating resources for teachers
- Serve as a team for walkthroughs in schools, giving critical feedback to administrators on findings and solutions
- Conducting weekly grade level meetings
- Monitor data and data analysis for schools/district in order to make well informed decisions for improved achievement
- Provide leadership and stay apprised of best teaching/learning practices in order to teach and lead teachers
- Assist principals in supporting teachers in all areas, with a focus on instruction
- Facilitate and conduct all logistics of the testing of students such as district benchmarks in all subjects, MAP, KPREP, Brigance
- Assist principals in supporting new teachers
- Assist principals as a substitute principal in the absence of the principal and if there is no assistant principal
- Represent the instructional interest of every school as a liaison to the district
- Attend all weekly instructional meetings
- Assist principals in implementing TPGES, especially focusing on Student Growth Goal Setting (SGGs) for teachers

- Assist principal with Comprehensive School Improvement planning, writing and process implementation
- Assist principal with the Response to Intervention (RTI) implementation through attending or facilitating RTI meetings, providing solutions to student learning and behavior problems, and implementation of solutions
- Assist administrators with reviewing and giving feedback on teacher lesson plans
- Conduct Admissions and Release Committee meetings (ARCs), as requested by the principal
- Assist the principal with monitoring of College and Career Readiness (CCR) initiatives, data collection, testing, intervention plans
- Assist the principal with all school scheduling

**Title I School Liaisons:**

- Represent the Title I interest of every school as a liaison to the district
- Implement and oversee the Title I Parent Involvement programs, 3-6 parent events per year per school
- Maintain all Title I records for the school as required by federal guidelines
- Maintain the school Title I binder as documentation
- Be prepared to provide Title I artifacts as evidence if audited/reviewed by KDE Division of Federal Programs
- Access permission for expenditures for the Title I funds through the procurement process
- Attend all district Title I meetings
- Attend/conduct all school Title I meetings
- Communicate with Title I parents
- Communicate with the school SBDM Council about Title I