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| **Mercer County Schools**  **JOB DESCRIPTION** |
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| Job Title: District Support Coach Reports to: Chief Academic Officer  Job Class Code: 2210 Work Schedule: 185+10 Extended Days  Pay Scale: Rank + $1,000 stipend Approval Date: |
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| **PERFORMANCE RESPONSIBILITIES** |
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| * **JOB FUNCTION**: To provide instructional support to elementary and secondary teachers in all areas with primary focus on ELA and Math, facilitate curriculum mapping and provide support to school administrators * Provide instructional support and feedback in the areas of literature, writing and English language skills AND/OR Math to elementary and secondary teachers related to core standards and other content areas as needed or requested. * Provide instructional support to all building principals and work together to support sharing of best practice. * Assist in the development of strategies to reduce district / school achievement gaps primarily regarding reading and math standards. * Review assessment data and communicates instructional initiatives with the administrative staff to increase student achievement. * Facilitate all necessary revisions and modifications of curriculum maps as needed through standards revision by KDE and KBE. * Provide classroom support to teachers, including modeling of lessons or other support requested by a building principal. * Assist in planning, organizing and conducting of professional development for teachers and related staff based on current trends and academic research. * Assist building principals and district office personnel in developing, organizing and monitoring of the Comprehensive School and District Improvement Plans. * Attend and actively participate in the following meetings: Leadership Team meetings, CIA meetings with building principals, KDE / Cooperative meetings related to areas of support and oversight, Board of Education and others as needed. * Perform related duties as assigned. |
| **MINIMUM QUALIFICATIONS** |
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| Education: Bachelor’s Degree, Master’s Degree  Certification/Licensure: Valid Kentucky Teacher’s Certification  Other Qualifications: Minimum of three years of successful teaching experience.  Preferred: ELA or Math Teaching experience and/or administrative experience. |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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