



## Northern Kentucky Cooperative for Educational Services

### Job Description

**Position Title:** Corona Virus Response and Relief Supplemental Appropriations Act (CRRSA) Coordinator

The position of **CRRSA Coordinator** for the NKCES is designed to lead the regional CRRSA Team and collaborate with district team members to focus on impacting student learning in a powerful, positive way through collective efficacy. The coordinator will work with regional and district CRRSA Team Members to co-design each district's action plan and provide feedback regarding the measurement of goals and plan implementation with fidelity. These actions will provide structures, actions, and supports to accelerate student learning and close knowledge gaps.

#### **Required Qualifications:**

- Master's degree from an accredited university
- Valid KY administrative certificate
- Minimum of 10 years of administrative experience in schools or district
- Ability to strategically plan and lead others through the planning process
- Strong leadership skills leading teams and building a community of learners
- Strong knowledge base of Multi-tiered Systems of Support, UDL, and evidence-based practices

#### **Preferred Qualifications:**

- Education or work experience in data collection and analysis for use in problem-solving
- Demonstrate successful ability to manage multiple complex projects simultaneously, prioritize tasks, and meet deadlines
- Experience presenting to adult audiences
- Experience building relationships across district and school leaders and other potential education partners
- Knowledge of Implementation Science principles and State and Regional Systemic Improvement Plans
- Strong written and verbal communication skills, including computer skills
- Excellent organizational and time-management skills
- Ability to work independently with little direction
- Strong interpersonal skills with the ability to promote positive public relations with state, regional, district, and partners
- Ability to participate in a collaborative team effort to provide high-quality service to member districts

**Responsibilities:**

- Lead the planning, development, implementation, scheduling, and evaluation of CRRSA specialists.
- Manage, supervise, and oversee the deployment of CRRSA specialists.
- Support districts in developing comprehensive systems of support to accelerate learning and address intervention needs.
- Provide high-quality professional learning, coaching, and technical assistance for administrators and staff.
- Support districts in the development and implementation of long-range action plans designed to improve outcomes for students.
- Support districts in closing gaps and accelerating learning for students.
- Support districts in building an infrastructure for effective instructional coaching practices.
- Attend training, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and evidence-based practices.
- Willingness to travel inside and outside the NKCES region.
- Perform other duties as assigned by the Executive Director or Designee.

**Term of Employment:** 230 Days

**Reports To:** Executive Director or Designee

**Salary:** Based on rank and experience in accordance with NKCES Salary Schedule

**Evaluations:** Performed annually by the Executive Director or Designee