

**Mercer County Schools
JOB DESCRIPTION**

Job Title: Instructional Coach/Federal Programs Coordinator
Job Class Code: 0300
Pay Scale: Rank + 10% Index

Reports to: Chief Academic Officer
Work Schedule: 185+40 Extended Days
Approval Date:

PERFORMANCE RESPONSIBILITIES

- **JOB FUNCTION:** To provide instructional support to all levels with primary focus on Instructional Technology and/or Federal and State Programs.
- Provide instructional support and feedback in the area of technology to all 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.
- 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.
- Provide technical assistance to Title I schools.
- Monitor compliance with federal and state policies and federal and state laws.
- Coordinate services for schools identified as Title I.
- Maintain records/expenditures for Title I-A, Title II-A, and Title III.
- Prepare/Manage Consolidated Applications.
- Provide technical assistance to Private Schools receiving federal funds.
- Communicates with private and home schools regarding federal programs.
- Prepare/Submit Declaration of Participation for all federal and state grants as applicable.
- Prepare/Submit/Monitors budgets for all federal and state grants.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's Degree required

Certification/Licensure: Valid Kentucky Teacher's Certification

Other Qualifications: Minimum of five years of successful teaching experience.

Preferred: Instructional Technology experience and/or administrative experience.

IMPORTANT NOTES

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.