

Mercer County Schools JOB DESCRIPTION	
Job Title: District Support Coach Job Class Code: 2210 Pay Scale: See Salary Schedule	Reports to: Instructional Supervisor Chief Academic Officer Work Schedule: See Salary Schedule Approval Date: April 15, 2021 March 18, 2025
PERFORMANCE RESPONSIBILITIES	
<p>JOB FUNCTION: To provide instructional support to elementary and secondary teachers in classroom strategies, best practices, and data analysis.</p> <ul style="list-style-type: none"> • Provide instructional support 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. • Review assessment data and communicates instructional initiatives with the administrative staff to increase student achievement. • Help 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 and Chief Academic Officer. • 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 meeting related to areas of support and oversight, Board of Education and others as needed. School Instructional Lead Team meetings, District Instructional meetings, Cooperative meetings, and others as assigned. • Perform related duties as assigned. 	
MINIMUM QUALIFICATIONS	
<p>Education: Bachelor's Degree, Master's Degree</p> <p>License/Other Requirements: Kentucky Teacher's Certification, 3 years of successful teaching experience.</p>	
IMPORTANT NOTES	
<p><i>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</i></p>	

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.