

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

JOB FUNCTION: To provide instructional support to elementary and secondary teachers in classroom strategies, best practices, and data analysis.

- 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

Education: Bachelor's Degree, Master's Degree

License/Other Requirements: Kentucky Teacher's Certification, 3 years of successful teaching 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

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