



Position Title: Continuing Education Coordinator

Job Summary: The Continuing Education Coordinator will serve as the regional lead for Continuing Education Option programming and provide high-quality support and guidance to educators seeking rank change opportunities. Through effective systems, clear communication, and educator-centered service, the coordinator will play a pivotal role in ensuring a smooth, high-impact continuing education experience across a variety of stakeholders. This position will manage the Continuing Education Option process from enrollment through completion, ensuring participants meet requirements and receive appropriate documentation. A key focus will be expanding access to relevant professional learning opportunities and supporting educators in earning rank changes in continuing education aligned with district, state, and organizational expectations.

Key Responsibilities

- Facilitate networks to support increased knowledge and understanding of priority content
- Support in developing comprehensive systems to enhance learning
- Make connections across districts to create a network for priority areas of need
- Provide high-quality professional learning, coaching, and support for educators
- Attend training, workshops, and conferences to maintain awareness of evidence-based practices that result in the dissemination of information inside and outside the NKCES region
- Perform other duties as assigned by the Executive Director or Designee

Qualifications

- Master's degree from an accredited university
- Valid KY teaching certificate
- Minimum of 5 years of teaching experience
- Experience with designing, expanding, and evaluating programs
- History of successful consultation/coaching to support identified needs
- Experience leading regional efforts around high-quality professional learning

Key Competencies

- Ability to work as a contributing member of a high-functioning team to execute a project with multiple partners
- Experience developing and executing action plans
- Strong written and verbal communication skills
- Excellent organizational and time-management skills
- Ability to work and problem-solve independently
- Strong interpersonal skills with the ability to promote positive relationships with all stakeholders

Terms of Employment

Reports To and Evaluated by: Executive Director or Designee

Department: Learning and Empowerment

Position Type: Full-time, Exempt

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

Terms of Employment: 220 Days