

**Kentucky Educational Development Corporation**  
**904 West Rose Road**  
**Ashland, KY 41102**

**Position:** History Education through Advanced Research and Technology (HEART) Associate  
Number of Contractual Days – TBA

**Duties:** The HEART Associate will assist with the Presidential and Congressional Academies within KEDC as needed and assigned by the Project Director & HEART Coordinator. Main responsibilities include:

- Assist in Development, Coordination, Instruction and Supervision of Experiential Learning Travel
  - Assist in development dissemination, submission, and review/selection high school student applications for Experiential Learning Field Trips and teacher Experiential Learning Field Trips
  - Assist with correspondence to Teachers, Principals, Parents, and Students
  - Assist in obtaining all needed forms – Travel Release Forms, Medical Forms, Behavior Contracts, Emergency Forms, etc.
  - Assist in coordination of student travel to and from events and departure centers
- Help coordinate all professional Development activities for educators and students
- Assist with tracking participant professional development hours invoices, contracts, and w9s for paid stipends
- Prepares site locations for all events
- Present or Develop Pedagogical History Lessons for Cadre
- Assist in Development of student (9-11) Congressional Academy
- Assist Historians in Development of On-Line Web Training
- Assist with organizing all professional development opportunities
- Provides a timeline of proposed projects for schools with activities and lessons
- Promote Project HEART though social media with KEDC
- Collects data as needed on benchmarks when measuring project objectives and outcomes
- Conduct surveys, observations, and use online blended learning classrooms
- Works with the HEART Coordinator to arrange observations/mentoring schedules with administrators/teachers
- Attends Site Based Council Meetings as needed

**Qualifications / Experience:**

- Prior experience in coordination of building level projects
- Past experience working with Federal Level Grants is preferred, but not required
- Past experience working with American History and Civics programs preferred, but not required
- Kentucky Teaching certificate with History certification required
- Minimum of 3 years teaching experience preferred, but not required

**Other Job Responsibilities:** The HEART Coordinator will maintain and update the following:

- A weekly schedule posted of day to day activities and appointments on their Outlook Calendar
- Timesheets signed and submitted on the due date to the Project Director
- Monthly updates to be shared with the KEDC Staff
- Mileage forms signed and submitted once a month to the Project Director
- Other assignments requested from the Project Director as needed

**Contact:** Please email a [KEDC job application](#), resume, and 3 letters of recommendation to [clabe.slope@kcdc.org](mailto:clabe.slope@kcdc.org)

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