

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

**Position:** History Education through Advanced Research and Technology (HEART) Coordinator (1.0 FTE – 100%)  
240 Contractual Days

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

- Direct all program activities and services related to project HEART
- Coordinates all professional Development activities for educators and students
- Tracks participant professional development hours
- Tracks participant invoices, contracts, and w9s for paid stipends
- Prepares site locations for all seminars
- Assist with organizing all professional development opportunities
- Provides a timeline of proposed projects for schools with activities and lessons
- Is the main point of contact with all responsible partners involved with Project HEART
- Attends all Advisory Council meetings
- Promote Project HEART through social media with KEDC
- Will provide continuous improvement feedback to our Advisory Council members
- Prepares agendas and notifies all members of the Advisory Council of monthly meetings
- Collects data as needed on benchmarks when measuring project objectives and outcomes
- Conduct surveys, observations, and use online blended learning classrooms
- Direct pre and posttest each year with participants to gain knowledge on baseline data
- Recruits middle and high school teacher for commitment to the project
- Works with the Project Director to arrange observations/mentoring schedules with administrators and 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
- Past experience working with American History and Civics programs preferred
- Kentucky Teaching certificate with History certification required
- Minimum of 10 years teaching experience
- Master's Degree in History preferred

**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.slone@kcdc.org](mailto:clabe.slone@kcdc.org)

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