

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

Position: Literacy Innovations for Neighborhoods in Kentucky (LINK) Coordinator (1.0 FTE – 100%)
230 Contractual Days

Duties: The LINK Coordinator will assist with the Innovative Approaches to Literacy Grant within KEDC as needed and assigned by the Project Director. Main responsibilities include:

- Coordinates, participates in, and facilitates professional development implementation / literacy resources
- Coordination and data collection, assists in managing professional development institutes
- Help direct all program activities and services related to project LINK / Information collection for website
- Regional workshops, summer conferences, other events, and materials development and implementation
- Contributes to website design; leads software end-user training; co-leads meetings with the Project Director
- Communicates with the project director / literacy consultants with on-site visits and coordination of schedules
- Takes lead of the library after hours cadre, once per week per school district; managing and growing school district relationships and ensuring Project LINK objectives within a impactful education service delivery
- Strong presentation, communication, and coaching skills - serves as a mentor to building level literacy teachers, the Literacy Teachers in partner schools.
- Tracks participant invoices, contracts, and w9's for paid stipends and professional development hours as needed
- 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 LINK
- Attends all Advisory Council meetings and promotes Project LINK 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

Qualifications / Experience:

- Prior experience in coordination of building level projects - Federal Level Grants is preferred
- Minimum of 10 years teaching experience
- Master's Degree / Literacy Specialization
- At least 5 year's experience providing PD to teachers or other professionals
- A strong theoretical knowledge of literacy and pedagogy / Ability to lead collaborative professional learning
- Commitment to and proficiency in the use of technology to support student learning in literacy.

Other Job Responsibilities: The LINK Literacy 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.slane@kedc.org

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