

MAGOFFIN COUNTY BOARD OF EDUCATION
EMPLOYEE PROMOTIONAL PROGRAM
EXTRA SERVICE VACANCY POSTING NOTICE

May 21, 2025

June 2, 2025

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| OFFICIAL TITLE OF POSITION | <u>DLC/STLP Coach</u> |
| SALARY | <u>Extra Service Salary Schedule</u> |
| JOB LOCATION | <u>Herald Whitaker Middle School</u> |
| CONTACT PERSON | <u>Jessica Prater – Principal</u> |

BRIEF JOB DESCRIPTION: DLC/STLP Coach for Herald Whitaker Middle School

JOB GOAL:

To advance individual capabilities; to motivate all students, and to create leadership opportunities through the use of technology.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

- Shall determine appropriate action within clearly defined guidelines.
- Shall present a positive image of the school to parents, and convey to them the school's genuine concern for the education, growth and development of each student.
- Shall seek to establish friendly and cooperative partnerships between home and school.
- Shall work to develop a positive public relationship between the school district and the community.
- Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
- Shall strive to maintain and improve professional competence.
- Shall take necessary precautions to protect students, equipment, materials and facilities.
- Shall understand, model and implement the board policy code of ethics to all students and colleagues.
- Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

- Shall provide leadership to an organized group with an established leadership plan.
- Shall promote academic achievement and serve as a liaison for scholarships and other awards.
- Shall actively recruit new members.
- Shall supervise participants during activities as well as travel to and from activities.
- Shall participate in required training and activities related to extra duty assignments.
- Shall supervise STLP students in planning, developing, and implementing projects for district, regional, and state showcases and/or competitions.
- Shall complete student submissions and registrations per the STLP state requirements.
- Shall meet regularly with STLP students.
- Shall guide the STLP to develop activities which enhance the academic, social, emotional, and leadership growth of the student.
- Shall provide the STLP with opportunities to experience multi-age collaboration by forming learning partnerships between students of different grades.
- Shall provide the STLP with opportunities to form learning partnerships between students with different levels of technology skills.
- Shall guide the STLP to develop activities which benefit their schools, their communities, and which supports the school and KETS (Kentucky Education Technology System).
- Shall guide STLP students in the development and completion of school/district level projects.
- Shall assist the STLP in activities related to regional and state STLP showcases.
- Shall maintain communication and submit required documentation to the District Technology Coordinator.
- Shall perform other duties related to the position as assigned by the Supervisor.

For this type of employment, state law requires a national and state criminal history background check and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records and maintained by the Cabinet for Health and Family Services as a Condition of Employment.

Applications are available online at www.magoffin.kyschools.us or at MCBE, 25 School Drive, Salyersville, KY 41465.