



Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

Memo: The purpose of using this job title is to align the work at NKCES and provide a structure for effective support and oversight. The primary goal of this position is to oversee the Northern Kentucky Center for Empowerment, which will include the School-Based Mental Health, Trauma Informed Schools grants, along with coordinating with our current SEL services. Specifically, this position will include the SBMH Project Coordinator position along with the TIS Project Manager duties. All of these programs will lead to the increase and effectiveness in mental health service supports while building capacity for these services in the Northern Kentucky schools. Additionally, this position will help to support and lead the work of the NKCES Learning and Empowerment team. This position is 100% funded through the SBMH and TIS grants.

POSITION TITLE: Assistant Director of Learning & Empowerment

REQUIRED QUALIFICATIONS/CERTIFICATION(S):

- Master's degree from an accredited university
- Valid KY teaching certificate
- Minimum of 5 years of teaching experience
- Experience in administrative/supervisory position related to education
- Ability to work with districts to design, expand and evaluate programs serving students
- Provide consultation/coaching to develop capacity within a district/school
- Ability to identify, access, and use existing resources to support the efforts of the district in providing services to all students
- Ability to build consensus and relationships among all stakeholders
- Understanding of school-based mental health supports

PREFERRED QUALIFICATIONS/CERTIFICATION(S):

- Cultivate relationships with district leadership and educational teams
- Short and long-range planning techniques applicable to an area of specialty
- Education or work experience in data collection and analysis for use in problem-solving
- Experience presenting to adult audiences
- Knowledge of Implementation Science principles and State and Regional Systemic Improvement Plans
- Strong written and verbal communication skills, including computer skills
- Excellent organizational and time-management skills
- Ability to work independently with little direction
- Strong interpersonal skills; ability to be a team player with the ability to promote positive public relations with state, regional, district, and partners
- Ability to participate in a collaborative team effort to provide high-quality service to member districts
- Ability to understand new issues quickly and make wise decisions
- Ability to inspire confidence and create trust
- Ability to work under pressure and plan personal workload
- Flexible and a self-starter; able to keep multiple projects moving forward while also being highly detail-oriented

- Personal qualities of integrity, credibility, and a commitment to NKCES' mission

RESPONSIBLE TO: Chief Academic Officer or designee

JOB GOAL: To plan, organize, implement and coordinate day-to-day activities of the School Based-Mental Health grant for Northern Kentucky schools and districts

DUTIES:

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on Northern Kentucky schools
- Communicate effectively both orally and in writing
- Prepare, deliver or assist with high-quality professional learning opportunities as appropriate.
- Attend training, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and evidence-based practices
- Develop, establish or administer project, program or activity
- Serve as liaison with other units, departments or outside agencies as required
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned
- Maintain communication and work closely with regional and district staff, local school staff and the community regarding information, developments and implementation of project, program activity
- Prepare and assist in preparation of reports, records and other documentation as required
- Accumulate and research data, documents and other pertinent information as required
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Prepare, deliver or assist with training opportunities as appropriate
- Oversee the work of committees and task forces
- Maintain records and prepare reports, including compiling and verifying data and prepare reports
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Willingness to travel inside and outside the NKCES region
- Perform related duties as assigned

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies

TERMS OF EMPLOYMENT: Certified, Full-time employment, 225 days

SALARY: Salary based on rank and experience in accordance with NKCES certified salary schedule.