



**Northern Kentucky Cooperative for
Educational Services
JOB DESCRIPTION**

MEMO: The primary goal of the School-Based Mental Health grant is to increase and retain the number of mental health service providers in the Northern Kentucky schools and to increase and retain the number of credentialed school-based mental health service providers from diverse backgrounds. This project's outcome is designed to improve the ratio of students to school-based mental health providers, decrease the attrition rate, increase the total number of students receiving school-based mental health services. This grant will also support respecialization efforts, train schools to understand certification and licensure options, and help to build mental health services career pathways.

POSITION TITLE: School-Based Mental Health, Operations Assistant

REQUIRED QUALIFICATIONS:

- Proven work experience as an Operations Coordinator or similar role
- Good time management, prioritization, and multitasking abilities
- Excellent interpersonal skills to build strong relationships with colleagues and partners
- Effective communication, including speaking, writing and active listening
- Excellent strategic planning and problem-solving skills
- High school diploma or equivalent

REPORTS TO: Chief Academic Officer

JOB GOAL: To work together with Project Coordinator and staff of a grant-funded project to ensure appropriate operations and integration with NKCES and schools' services.

DUTIES:

- Facilitate feedback and communication among schools, project staff, Steering Committee, and partners of the project
- Work with team leaders, project staff, and NKCES finance and administrative team to promote achievement of project goals and objectives through effective event planning, financial management support, and related operations activities.
- Ensure that all activities conform to local, federal, and school operations standards.
- Observe, review, and analyze processes to identify inefficiencies and areas.
- Work with the Project Coordinator, other staff, and Steering Committee to identify and resolve improvements needed in the implementation process

ABILITY TO:

- Work as a contributing member of a high-functioning team to execute a project with multiple partners.
- Prioritize and schedule work in collaboration with staff and partners.
- Establish and maintain effective cooperative working relationships; able to give and receive feedback and constructive criticism from a variety of channels.
- Manage data and records for multiple activities and partners.
- Support staff and Steering Committee work toward project goals and objectives.
- Meet schedules and timelines.
- Travel to schools and trainings as required.

TERMS OF EMPLOYMENT: Classified, Full-time employment, 230 days.

SALARY: Salary based experience in accordance with NKCES classified salary schedule Level 1.

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