

REVISED
JULY 1, 2015



JOB TITLE	COORDINATOR HEALTH PROMOTIONS		
DIVISION	ACADEMIC SERVICES		
SALARY SCHEDULE	II/IV GRADE 10		
WORK YEAR	260	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT SUPERINTENDENT FOR ACADEMIC SUPPORT PROGRAMS		
SUPERVISES	SECRETARY II, PROGRAM SPECIALIST III, PROGRAM SPECIALIST IV, SIX (6) HEALTH SERVICES NURSE PRACTITIONER, FOUR (4) HEALTH SCREENING NURSE, REGISTERED NURSE AND CLERK II		

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having significant impact on the district routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to coordination of a project, program or activity and evaluates staff as assigned
 Develops, establishes or administers project, program or activity
 Serves as liaison with other units, departments or outside agencies as required
 Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned
 Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity
 Prepares and/or assists in preparation of reports, records and other documentation as required
 Accumulates and researches data, documents and other pertinent information as required
 Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment
 Prepares, delivers or assists with training opportunities as appropriate
 Performs other duties as assigned by Assistant Superintendent for Academic Support Programs

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
 Three (3) years successful experience in area of assignment
 Successful leadership experience
 A valid license issued by the Kentucky Board of Nursing to practice as a registered nurse and three (3) years of registered nursing practice; or a school psychologist EPSB certificate and three (3) years of related work experience in a school setting; or a school social worker EPSB certificate and three (3) years of work experience practicing social work in a school setting

DESIRABLE QUALIFICATIONS

Master's Degree
 Kentucky Professional Certification in Administration and/or Supervision