

REVISED  
JULY 1, 2015



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

#### 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

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<b>JOB TITLE</b>	<b>FIELD TECHNICIAN</b>		
<b>DIVISION</b>	<b>OPERATIONS SERVICES</b>		
<b>SALARY SCHEDULE</b>	<b>IB GRADE 12</b>		
<b>WORK YEAR</b>	<b>260 DAYS</b>	<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>FIELD SERVICES ENGINEER</b>		
<b>SUPERVISES</b>	<b>N/A</b>		

#### SCOPE OF RESPONSIBILITIES

Provides onsite installation, support, troubleshooting and maintenance of district technology to include data and communication network equipment. Continually communicates with Student Technology Coordinator and district staff of the technology repair process as well as provides technical support to district staff. Effectively tracks and annotates work performed according to policies, procedures and performance standards mandated by management.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Installs, maintains, upgrades/updates and repairs computers, analog/VoIP telephones, printers, scanners, networking and wireless equipment and all associated peripherals

Assists the network team with installation, upgrade, and maintenance of all networking peripherals including but not limited to cabling, ports switches, patch panels and wireless access points and uses appropriate tools when provided

Installs, maintains, upgrades/updates and repairs interactive visual classroom aid equipment

Provides assistance and guidance on new technology purchased with KETS funding throughout district as well as assists Student Technology Coordinator with annual site inventory

Effectively and routinely communicates with district staff and end users on district technology

Continually adheres to and follows change management protocols, policies, procedures and performance standards mandated by management

Performs proper sanitization and disposal of technology equipment per district policy and procedures

Completes assigned work orders in a timely manner and effectively utilizes the ticketing system platform as required by management

Continually attends, improves and maintains technical certifications and technical skills as required by management

Performs other duties as assigned by Field Services Engineer

#### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively. The work requires the use of hands and tools for simple grasping and fine manipulations. The work, at times, requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push or pull medium weights. The work involves being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Associate's Degree in electronics or related field and/or two (2) years of experience in computer repair or related field

In-depth knowledge of computer and networking hardware as well as all Microsoft Operating Systems and Microsoft Office products

Excellent written and oral communication skills coupled with strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues

Must be able to work with and independently of others, with and without supervision

Valid driver's license

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree

Industry recognized certification

Experience with Voice over IP (VoIP) systems

Specialized training in a manufacturer's certification program