

**MEMO:**

The primary goal of the Trauma-Informed Services in Schools grant is to increase student access to evidence-based and culturally relevant trauma support services and mental health care in schools of Northern Kentucky Cooperative for Educational Services, with sub-goals to enhance and improve trauma-informed support and mental health services for Northern Kentucky's children and youth; to link participating Northern Kentucky school systems with local trauma-informed support and mental health systems; and to create and improve identification, referral, early intervention, treatment, and support services for Northern Kentucky students that need specialized support.

The project will serve all students through universal supports and evidence-based programs and strategies in collaboration with schools' Multi-Tiered Systems of Support; it will serve students with higher needs through school-based counseling provided by Professional School Counselors; for students with further needs, the project will build and strengthen relationships and systems of support with community agency providers of mental health services who will work with youth and families in the schools, in the community, or in the home as appropriate. The project will encourage and support 65 participating schools as they adopt evidence-based trauma-informed practices that are culturally relevant for their populations by building on schools' and districts' Trauma Informed Plans, providing training, materials, and resources specific to each school's and district's needs.

**POSITION TITLE: Trauma-Informed Services in Schools Project Director**

**RESPONSIBLE TO:** Chief Academic Officer

**QUALIFICATIONS/CERTIFICATION(S):**

- Degree in public health, mental health, social work, education, project management, or closely related field and demonstrated relevant experience.
- Certification/ qualifications appropriate to Kentucky requirements in that field.
- Experience working with adults and children preferred, including familiarity with resources and needs regarding cultural competence and language supports in our schools and communities.

**JOB GOAL:** Plan, organize, implement and coordinate to meet goals and objectives of the Trauma-Informed Support Services and Mental Health Care for Children and Youth grant among Northern Kentucky students.

**SPECIFIC DUTIES:**

- Lead and manage day-to-day activities of NKCES Trauma-Informed Services in Schools program.
- Develop, establish or administer a project, program, or activity.

- Serve as liaison with other units, departments, or outside agencies as required.
- Oversee the work of committees and task forces.
- Make recommendations regarding project, program, or activity implementation 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 projects, program, or activities.
- Prepare and assist in the 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 policies, administrative procedures and negotiated agreements as applicable to the assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Lead projects to ensure goals and objectives are completed on time and within budget.
- Work closely with the evaluator and the Project Manager to implement all project activities.
- Related duties as assigned.

**KNOWLEDGE AND SKILLS:**

- Understanding of evidence-based substance abuse prevention strategies and programs
- Knowledge of applicable short and long-range planning techniques
- Ability to keep accurate records and use related computer and online systems
- Excellent oral and written communication and interpersonal skills
- Understanding of principles of grants and project management
- Willing to maintain current knowledge of grants rules, regulations, requirements and restrictions, and technological advances in the fields of substance abuse prevention and mental health

**ABILITIES NEEDED:**

- Capacity for leadership with a range of activities and participants
- Ability to communicate effectively, tactfully, and respectfully orally and in writing
- Ability to prepare and deliver oral presentations
- Capacity to establish and maintain cooperative, effective working relationships
- Ability to maintain records, verify data, and prepare and submit reports using multiple online and software systems
- Ability to plan, organize, prioritize and schedule work to meet timelines
- Ability to analyze situations accurately and lead others to adopt effective courses of action
- Local travel required. Limited out-of-state travel required.

**TERM OF EMPLOYMENT:** Certified, Full-time employment, 215 days

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

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