



NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT CO-OP CHILD DEVELOPMENT CENTER
DIVISION	SCHOOLS DIVISION
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8188
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists in all aspects of the Co-op Child Development Center's operations. Must annually complete at least six (6) hours of training designated to improve the quality of child care and approved by the Cabinet of Human Resources. Must maintain certification in Pediatric First Aid and CPR.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responds to individual child's basic needs (physical, social and psychological)
- Organizes and participates in daily stimulation activities with the children to enhance each child's development
- Provides outdoor experience for children
- Acts as a role model for TAPP's teen mothers
- Assists and works cooperatively with TAPP co-op students
- Maintains records and reports for the center as indicated by the supervisor
- Participates in maintaining the physical facility necessary to meet licensure requirements
- Establishes a room environment that nurtures children and promotes their development
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- ~~Experience in infant care in a licensed center.~~
- ~~Certification in Pediatric First Aid, CPR and six (6) hours of state approved child care training~~
- ~~Must complete Orientation from Community Coordinated Care (3Cs) and CPR training within 90 days of hiring as contingency of continued employment*~~
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Workshop training in child care

Certification or degree in early childhood education.

Experience in infant care in a licensed center

Experience in a diverse workplace

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.

*The Co-op Child Development Center maintains required ratios of trained staff in all center classrooms.



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NEW: Revised: Submitted:
 01/23/2024 01/24/2024
~~12/14/2022~~ ~~12/13/2022~~

JOB TITLE:	MENTAL HEALTH PRACTITIONER
DIVISION	SCHOOLS DIVISION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8229
BARGAINING UNIT:	CLA1

SCOPE OF RESPONSIBILITIES

Promotes the mental health wellness of students by assuming responsibility for providing evidence-based interventions at the individual and group level, engaging families, coordinating with community partners, and providing training, collaboration and consultation for school personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides evidence-based and school-based mental health interventions (e.g., counseling) for students with moderate to severe mental health needs based on identified risk factors and universal screenings (e.g. anxiety, bullying, anger management, suicide prevention)
- Collaborates with school-based administrators to prioritize individual school needs based on needs assessment and data
- Obtains District-level Trauma Informed Care trainings and acts as the lead support for TIC in assigned school(s)
- Participates in school-based committees for attendance and behavioral or mental health support as an active collaborator in the development of interventions
- Coordinates with appropriate school, District, and community partners to ensure comprehensive services delivery
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Obtains District-based crisis team training and actively participates on the District crisis team
- Provides acute crisis support to students
- Performs record-keeping and internal and external reporting tasks in a timely and objective manner
- Increases knowledge in culturally responsive practices and utilize these practices when working with students
- Attends all monthly Mental Health Practitioner meetings
- Serves as a provider for the related services of counseling on Individual Education Program (IEP) when appropriate, maintain all documentation required by IDEA, and attends Admissions and Release Committee (ARC) meetings when necessary
- Completes required training to maintain professional licensure
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
One of the following credentials, licenses, or permits: KY (EPSB) credential in School Social Work, School Counseling, or School Psychology; or Fully Kentucky Licensed Professional Counselor; or Licensed Clinical Social Worker; or KY Licensed Marriage and Family Therapist; or Marriage and Family Therapist Associate; or Kentucky Licensed Clinical Psychologist; or any related credential to those listed. If the license requires clinical supervision to perform responsibilities listed above supervision is monitored by the licensing board or District.
Ability to work well with people
Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years of successful experience providing mental health and/or behavioral support with school-aged children
Experience in crisis intervention and counseling
Experience working with children exposed to trauma
Experience in a diverse workplace



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NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 08/07/2019 08/06/2019

JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION	SCHOOLS DIVISION
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8314
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works cooperatively as a team member to facilitate the successful daily operation of the school
- Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel
- Facilitates student group discussions
- Makes home visits and telephone calls regarding student attendance
- ~~Provides supportive services to students to prevent dropout~~
- Provides supportive services to students to prevent chronic absences, tardies and dropouts
- Maintains accurate documentation, case folders and confidential information
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Providing support which may include but not limited to driving the school van or activity bus for the following: School Programs, Field Trips, Leaving 2 Learn, Internships, Job Shadowing, and transporting students to and from school as needed
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

- High School diploma
- Two (2) years of successful experience making home visits
- Good interpersonal skills
- Willingness to work flexible hours
- Must obtain/maintain Valid Commercial Driver's License as contingency for continued employment
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working with families involved in teen pregnancy

Experience in a diverse workplace

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