



REVISED: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	MANAGER DISTRICT HEALTH
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	9999
BARGAINING UNIT:	CERX

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 or 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

Supervises and evaluates Registered Nurse and other staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting and school setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and driving. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Graduation and licensure from a Registered Nursing (or higher) program and three (3) years of successful nursing experience; or graduation from a four-year psychology program and one (1) year of related experience and three (3) years of related work experience; or graduation and licensure from a four-year social work program and one (1) year of related experience
Successful leadership experience
Effective Communication Skills

DESIRABLE QUALIFICATIONS
Master's Degree
Kentucky Professional Certification in Administration and/or Supervision
Experience in a diverse workplace