

TITLE**Coordinator – Coordinated School Health****QUALIFICATIONS**

1. Bachelor's degree (preferred Master's) in either the field of education, nursing, health services, administration, social studies, psychology/mental health services, or nutrition;
2. Minimum of three (3) years of teaching experience in K – 12 education;
3. Knowledge of basic principles of research, statistics, data collection, and analysis;
4. Ability to communicate effectively both verbally and in writing; and
5. Significant computer skills (Microsoft Office Suite – especially Word and Excel).

JOB GOAL

Ensure compliance with state standards and guidelines, scope of services and all other requirements of *Coordinated School Health* grant

ESSENTIAL FUNCTIONS

1. Plan, coordinate, implement, and evaluate *Coordinated School Health* for the Franklin County district;
2. Obtain support as needed from Tennessee Department of Education's Office of *Coordinated School Health*;
3. Collaborate with all school staff for the promotion of student and staff health and improved academic outcomes;
4. Schedule *Coordinated School Health* professional development opportunities for all employees as needed;
5. Assist schools in the development and expansion of Healthy School Teams, Staff Coordinating School Health Council and School Health Advisory Committee;
6. Use the School Health Index to determine school health priorities;
7. Establish and coordinate efforts among community partners and organizations for the delivery of *Coordinated School Health* programs;
8. Maintain budget for *Coordinated School Health*;
9. Attend conferences and meetings as required by the Tennessee Department of Education;
10. Submit paperwork for reimbursement from the Tennessee Department of Education within the designated timeframe;
11. Submit all required reports for the Tennessee Department of Education;
12. Data collection and submission of annual evaluation material for East Tennessee State University;
13. Overseeing the administration of the Youth Risk Behavior Survey as required by the Tennessee Department of Education;
14. Submit annual grant reapplication to the Tennessee Department of Education;
15. Ensure participation by all schools in the school district within five years of receipt of initial grant funding;
16. Seek additional external funding and in-kind support for *Coordinated School Health*;

17. Research and evaluate new instructional materials and monitor implementation; and
18. Perform other duties as deemed necessary by the Assistant Superintendent and the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Ability to convey curriculum and staff development experience
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

Works 220 days – the regular school calendar year of 200 days plus 20 additional days.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.