

## 27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

**Job Title:** Healthy Schools Coordinator  
**Date Prepared or  
Last Modified:** November 2020  
**Work Year:** 235 Paid Days  
**Department:** Intervention Services  
**Reports To:** Director of Intervention Services

**SUMMARY:** Responsible for setting overall goals and direction for the Healthy Schools program in School District 27J including program implementation, training, and managing the day-to-day activities to support established district School Wellness Policies, goals, and related grants activities. A successful program will create a comprehensive learning environment for developing life-long wellness behaviors including supporting and promoting healthy habits contributing to students' health status and academic performance. Position works with all stakeholders in the district, schools, and in the community to promote healthy lifestyles as the foundation for improved performance and student learning with a focus on, but not limited to, nutrition and physical activity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

A 15% Serve as the primary District contact person for the Healthy Schools program and support the development and implementation of district and school-level health and wellness goals for allschools in the district. Aggregate and report on annual school health and wellness goals and activities to all stakeholders, including grant funders

D 20% Support the overall District goals and direction for Healthy Schools in collaboration with the school health committees, the district wellness committee, other committees related to school health and academic achievement, and various stakeholders. A Comprehensive Health and Wellness Plan will be developed outlining district health goals and strategies to achieve those goals.

D 25% Coordinate and oversee three district grants: Creating Healthy Schools, Tri-County Health Department Tobacco Prevention, and Safe Routes to School. The Coordinator will manage and oversee the District Health Advisory Council (DHAC) and 27J Tobacco-Free Schools Advisory Council. This includes recruiting council members, facilitating meetings, organizing projects and overseeing general communications, and activities. The Coordinator will organize school health and wellness opportunities for the council and its members, such as attending conferences, presentations, etc. The Coordinator will collect, maintain, and share District data relevant to health and wellness initiatives/activities, grants, and outcomes. This includes but is not limited to school health best practices, healthy vending and fundraising, and health education in schools throughout the district.

D 15% Support and manage all 27J school wellness committees. Assist in planning and developing, organizing, and holding professional development opportunities for the committees to support effective implementation of School Health Improvement Plans and health/wellness goals. Coordinate with staff and faculty to organize and hold professional development opportunities and workshops for Physical Education, Health Education, and other school health topics, such as Healthy Rewards, Celebrations, and Fundraisers. Assist committees with procuring resources, managing grant funds, tracking expenditures, and maintaining all grant reporting requirements. Develop and maintain Healthy Schools website and communications with schools and parents related to school health.

Support wellness policy and a multitude of wellness initiatives through collaboration with community agencies such as:

- Tri-County Health Department
- Colorado Department of Education
- Colorado Department of Public Health and Environment
- RMCHHealth
- LiveWell Colorado
- Western Dairy Association/Fuel Up to Play 60
- Action for Healthy Kids
- Denver Urban Gardens
- CSU Extension Office
- Colorado Safe Routes to School
- Colorado School of Public Health
- University of Denver
- City officials in Adams 27J municipalities

D 10% Coordinate and support District objectives identified in grant work plans including: developing a Comprehensive Health and Wellness Plan, assessing the district wellness policy, supporting schools with implementation of School Health Improvement Plans, providing quality assistance to school staff and parents based on their needs, collecting data, engaging stakeholders, including students, parents/family members, and school and community leaders, and promoting and assisting in schools in organizing wellness events and activities, such as Walk and Bike to School Day, Kick Butts Day, etc.

M 10% Track and document work plan activities and complete mid-year and final grant reports, as required by funders. Work cooperatively with other District departments, such as the Employee Wellness program, Student Health Services and Medicaid, Intervention Services, Physical/Health Education, District PTA, Student Achievement and Curriculum, Nutrition Services, and other departments to coordinate and support student, parent, and staff health and wellness related activities, presentations, and information distribution.

Ongoing 5% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** Bachelor's degree in health-related field; master's degree preferred.

**EXPERIENCE** Experience with implementation of school health or public health initiatives and/or implementing coordinated and collaborative approaches to address health and wellness, preferably in a school or school district setting. Experience with writing and managing grants, implementing work plans, data collection and writing detailed reports. Experience with supporting schools and working with teams to develop common goals and action plans.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Knowledge of wellness programs in general with a specific focus on school-age students. Expertise in the development, implementation, and assessment of coordinated wellness programs. Experience in grant writing, administration and management of grants/budget. Ability to work effectively and cooperatively with administrators, teachers, parents, students and community members. Must have high organizational skills, proven ability to follow through on responsibilities and time lines. Working knowledge of basic computer skills (Word, Publisher, Excel, Power Point, Google docs, Google Sites, etc).

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Colorado driver's license.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This position has no supervisory responsibilities; however, they will coordinate and train school wellness committee leaders and the district wellness committee. May be asked to advise PE and Health teachers across the District.

**DECISION MAKING** Ability to make judgments based on the specific goals and objectives of the program. An incorrect decision may have potential adverse affects on the program focus and/or impact program funding. Errors could potentially result in substantial embarrassment and/or cost to the District.

**COMMUNITY RELATIONS** Daily contact with classified, licensed, and administrative staff within/outside department to discuss routine internal matters, obtain/furnish information and maintain relationship with other community agencies to coordinate wellness initiatives; and with school communities participating in wellness activities. Weekly contact with professional staff within/outside department to obtain/furnish information, maintain relationships, and negotiate controversial matters. Monthly contact with advisory committees to furnish information and maintain relationships; and with students; parents; and general public and community members to collect and share information regarding the District Wellness Policy recommendations and goals and negotiate controversial matters.

**SPAN OF CONTROL** No direct supervisory responsibilities.

**EDUCATIONAL DELIVERY** Support School Health Teams by delivering skill-building trainings and professional development opportunities that encourage and support a collaborative approach to health and learning.

**COMPLEXITY OF WORK** Work is assigned by implementing the goals and the objectives of the Healthy Schools Successful Students initiative . This position requires a high level of independent judgment and ability to problem solve on a regular basis. This position is responsible for complying with both district policy and all state and federal guidelines.

**DIVERSITY OF DUTIES:** Must possess knowledge of public health including the effects of nutrition and physical activity on individuals and on a community. Must be able to engage a variety of stakeholders on various bases including academic, financial, social, and personal levels. Must be persuasive and engaging, proficient in public speaking, able to create high-quality presentations and a compelling case for implementing school wellness strategies.

**SAFETY TO SELF AND OTHERS** Low exposure to self and others from bruises, cuts, burns, fractured bones, hernia, disease, loss of limb/sight, disfigurement, or fatality due to traffic accidents. Medium exposure to self to repetitive motion or stress due to a typical office environment.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, synthesize, evaluate, negotiate, and use interpersonal skills. The employee will frequently be required to analyze and occasionally compare, copy, compute, and compile.