JOB DESCRIPTION
Campbell County School District
Coordinated School Health

Job Summary

The role of this job is to plan, organize, and coordinate the Coordinated School Health Program in compliance with local and grant guidelines in the following eight areas:

1. Health Education
2. Physical Education
3. Health Services
4. Nutrition Services
5. Counseling, Psychological, and Social Services
6. Healthy School Environment
7. Health Promotion for Staff
8. Family/Community Engagement

Qualifications

- Bachelor's degree required, Master's degree preferred in education, nursing, health services administration, physical education, social services, psychology/mental health services or nutrition
- Experience in one or more of the eight CSH components
- This job may require lifting and/or carrying equipment that exceeds 20 pounds
- Ability to assess health and safety needs of students, families, and staff
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously

Essential Duties

- Report to the Director of Schools
- Keep information confidential at all times
- Coordinate the Coordinated School Health Program and all its related components within the district
- Develop an overall understanding of the various components in the CSH Program

- Plan, prepare for and conduct appropriate meetings with a variety of types and sizes of groups
- Ensure compliance with the standards and guidelines of the grant
- Maintain the budget of the grant and submit annual grant reapplication to the TN Department of Education.
- Collect and maintain school health data
- Submit all required reports as mandated by the grant
- Maintain inventory of office supplies, health supplies and medical equipment for the purpose of ensuring items' availability
- Coordinate distribution of supplies, scheduled annual maintenance of health equipment (e.g. audiometers, AEDs, vision screeners)
- Provide support of district School Health Advisory Council and Healthy School Teams, update Index assessment for each school; maintain meeting minutes, mini-grant applications, and oversee other requirements mandated by the state
- Coordinate district CPR/AED classes and training materials
- Collect and maintain records required to document data collection required by the state (e.g. Pacer scores, health screening results, health service survey, physical activity report, CSH continuation application)
- Assist district nurses in scheduling health equipment and volunteers for annual health screenings
- Attend Coordinated School Health Meetings and conferences as required
- Assist with maintenance of CSH district website
- Research additional grants, in-kind, and external funding and support for CSH
- Interact with staff and the public (e.g. phone, email, in person, etc.)
- Coordinate assigned projects and/or program components (e.g. arrangements for conferences, meetings, travel requirements, equipment reallocation, certificate renewals, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Coordinated School Health.

Name (Print) Signature Date