PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(PRE K-12 Health Education)

MAJOR FUNCTION:
Responsible for the coordination and facilitation of the Health Education goals and curriculum by supporting teachers and principals in Pre K-12 Health Education program implementation, and by serving as a resource to central office administrators and the community.

DUTIES AND RESPONSIBILITIES:
- Coordinates the development of local Health Education program goals and objectives congruent with state mandates.
- Assists in facilitating the implementation of curriculum change in Health Education through the development, production, and distribution of locally produced curriculum guides and materials.
- Assists in the evaluation of the local Health Education programs.
- Works with the Director of Pre K-12 Curriculum and Instruction to provide a continuous and articulated Health Education program.
- Participates in budget development and financial record keeping.
- Assists in writing grant proposals and administers funded projects as they pertain to Health Education.
- Organizes Health Education instructional material evaluation committees, confers with representatives of publishers, prepares lists of recommended materials, and reviews related textbooks orders.
- Furthers instructional improvement by meeting with teachers, administrators, and supervisors to share information, receive input, make recommendations and coordinate efforts.
- Organizes and presents staff development activities for teachers.
- Assists in the orientation of new teachers.
- Serves on various boards, committees, and task forces.
- Serves as a resource to teachers, principals, central office administrators, colleges and universities, professional organizations and community groups.
- Interprets the Health Education programs to the public.
- Assists and coordinates with the part-time dental health educator.
- Oversees the Comprehensive Health Education program.
- Performs other related duties, as required.

MINIMUM QUALIFICATIONS:
Bachelor's degree from an accredited college or university. Florida educational certification with aspirations for Educational Leadership. Three (3) years Pinellas County teaching experience including Health Education. Written recommendation for the position by immediate supervisor.

PREFERRED:
Certification in Health Education. Familiarity with computer software applications, adult training techniques, community agencies and the Comprehensive Health Education program.

ISSUED: 2/94 PBL; FORMAT REVISED: 10/04 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.