

Job Title: Coordinated School Health Coordinator

POSITION SUMMARY:

Coordinated School Health works to improve student health outcomes as well as support the connection between good health practices, academic achievement, and lifetime wellness.

Responsibilities:

- Ensure compliance with state standards and guidelines, scope of services and all other requirements of Coordinated School Health
- Plan, coordinate, implement and evaluate Coordinated School Health for Rhea County Schools
- Obtain support as needed from the Tennessee Department of Education's Office of Coordinated School Health
- Collaborate with all school staff for the promotion of student and staff health and improved academic outcomes
- Schedule Coordinated School Health professional development opportunities as needed
- Assist schools in the development and expansion of Healthy School Teams, Staff Coordinating School Health Council and School Health Advisory Committee
- Oversee the School Nurse Program by ensuring all nurses follow state and federal laws, implement county procedures, complete mandatory training and maintain appropriate paperwork
- Use the School Health Index or equivalent to determine school health priorities
- Establish and coordinate efforts among community partners and organizations for the delivery of Coordinated School Health programs
- Maintain budget for Coordinated School Health
- Attend conferences and meetings as required by the Tennessee Department of Education
- Submit all required reports for the Tennessee Department of Education
- Oversee the administration of the Youth Risk Behavior Survey as required by the Tennessee Department of Education
- Submit annual grant reapplication to the Tennessee Department of Education
- Ensure participation by all school in the district
- Seek additional external funding and in-kind support for Coordinated School Health
- Other duties as assigned by Director of Schools

Qualifications:

- Hold a bachelor's degree in the fields of education, nursing, health services, administration, social services, psychology/mental health services, or nutrition or have

documented experience in either supervising or implementing one (1) or more of the coordinated school health components areas

- Ability to communicate both verbally and in writing
- Ability to assess health and safety needs of students, families, and school employees
- Ability to work with technology programs and equipment
- Knowledge of basic principles of research, statistics, data collection and analysis

Knowledge, Skills and Abilities:

This job may require lifting or carrying objects that exceed 25 lbs. Other physical demands that may be required are, but not limited to, the following:

- Driving
- Kneeling
- Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
- Initiate a task
- Work independently without supervision
- Organizational skills
- Public speaking skills
- Ability to integrate and collaborate
- Staff recruitment and management skills
- Computer skills
- Finance and budget skills
- Setting an example of a healthy lifestyle

Reports To: Director of Schools

Supervision: Under the direct supervision of Rhea County Schools; funded through competitive contract with Tennessee Department of Education (TCA 49-1-1002)

WORK CONDITIONS:

Normal working environment.

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding 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.).

***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.

Rhea County Schools