

**Job Title:** Director – Coordinated School Health

**FLSA Exemption Status:** Exempt

**Term:** 251 days

**Minimum Qualifications:**

1. Bachelor's degree (preferred Master's) in either the field of education, nursing, health services, 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 Objectives/Goals:**

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

**Responsibilities and 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 time frame;
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;
18. Attend work on a regular and predictable basis; and
19. Perform other duties as deemed necessary by the Assistant Superintendent and the Director of Schools.

### **Skills and Abilities Required:**

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or 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.

### **Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

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

**Reports To:** Director of Schools or his/her designee

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

