

Coordinated School Health Coordinator

Required Education and Experience:

- Bachelor's degree, (Master's preferred) in **education, public health, family and consumer sciences, nursing, behavioral science, physical education, counseling or other health-related field**
- 3-5 years experience in education, non-profit agencies that work with children, adolescents, families, healthcare or health promotion
- Ability to assess health and safety needs of students, families, and school employees
- Knowledge of basic principals of research, statistics, data collection, and analysis
- Ability to communicate effectively both verbally and in writing
- Significant computer skills

Responsibilities:

- Ensure compliance with state standards and guidelines, scope of services and all other requirements of *Coordinated School Health* grant
- Plan, coordinate, implement and evaluate Coordinated School Health for Hardeman County Schools.
- Collaborate with all school staff for the promotion of student and staff health and improved academic outcomes
- Schedule *Coordinated School Health* professional development opportunities for all employees as needed
- Assist schools in the development and expansion of *Healthy School Teams, Staff Coordinating School Health Council* and *School Health Advisory Committee*
- Establish and coordinate efforts among community partners and organizations for the delivery of *Coordinated School Health* programs
- Maintain budget for *Coordinated School Health*
- Submit paperwork for reimbursement from the *Tennessee Department of Education* within the designated timeframe
- Submit all required reports for the *Tennessee Department of Education*
- Data collection and submission of annual evaluation material for *East Tennessee State University*
- Overseeing 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 schools in the school district within 5 years of receipt of initial grant funding
- Seek additional external funding and in-kind support for *Coordinated School Health*