

Goose Creek CISD Job Description

Job Title:	Healthy Community School Coordinator	FLSA Classification:	Exempt
Reports to:	Executive Director of Strategic Planning/Support Service	Salary:	ADM 3 / 220 Days
Location:	Central Administration/ Service Center	Date Revised:	May 2017

Primary Purpose:

The Healthy Community School Coordinator oversees the planning, implementation, management and evaluation of the School Based Community Initiative.

Qualifications:

Education/Certification:

Bachelors Required
Masters Preferred
Bilingual Preferred

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies
Excellent public relations, organization, communication, and interpersonal skills
Working knowledge of Microsoft Office Word, Excel, PowerPoint, Access and Outlook required
Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Experience:

Teaching Experience, preferred
Campus Administrator Experience, preferred
Knowledge Base of the Coordinated Approach to Child Health (CATCH) Program

Major Responsibilities and Duties:

1. Provide oversight and support for a coordinated approach to school health for the district.
2. In collaboration with CATCH National/Regional Coordinator, will conduct CATCH workshops and training sessions for district and school personnel.
3. Plan and coordinate the implementation of CATCH Program in identified CATCH schools including hosting CATCH family nights at each campus.
4. Visit each CATCH school at least two times per six weeks. Visits will include, but are not limited to observing, team teaching, providing verbal and written feedback, lesson planning, strategizing and trouble shooting.
5. Assist in developing and continually updating training sessions to reflect new advances in field of coordinated school health.
6. Work collaboratively with staff at various organizational levels (i.e. CATCH Regional Coordinator, Baytown Healthy Community team and Steering Committee, school district administration, principals, teachers, and the CATCH office as needed).

7. Provide verbal and written feedback to appropriate district administrators, CATCH National/Regional Coordinator, School Board, MD Anderson and all stakeholders as to the continuing progress of all levels of the intervention project.
8. Prepare correspondence, forms, manuals, reports, presentations, and other documents as required.
9. Conducts group meetings, evaluate and assess various programs.
10. Support the implementation of faculty, family and afterschool programming with the YMCA.
11. Coordinate and collect data on programs that combine CATCH, District Wellness and after-school programs.
12. Maintain database on progress toward objectives and goals.
13. Set up meetings with Administrators, Coordinators consistent with program timeline.
14. Engage school designated staff in meetings to assess, review, strategize and implement goals and objectives.
15. Prepare department budget for review and approval by administrator.
16. Partner with community providers to increase awareness of Health promotion and prevention.
17. Monitor and process personnel time records for the department including timecard verification/absence requests and submit in accordance with district procedures.
18. Comply with policies established by federal and state laws and regulations, and local board policy.
19. Work flexible hours, including some weekends, evenings and early mornings.
20. Promote a positive image of the district and CATCH program to the community.
21. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Funding:

Three Year Grant-based position that is dependent upon continued funding from MD Anderson/Exxon Mobil.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____