

## JOB DESCRIPTION

TITLE: HEALTH EDUCATION COORDINATOR AND SUPERVISOR

Qualifications: Department of Public Instruction certification in health education K-12.

Reports to: District Administrator and Elementary Principal

Job Goal: To help facilitate the development of health practices, knowledge, and attitudes in each student so they can function as a productive and healthy member of society.

Basic Function: Supervise and coordinate the K-12 health education program.

Responsibilities:

1. Interpret and implement standard J (1) policies and procedures.
2. Coordinate the K-12 health education program.
3. Serve as liaison between the Health Advisory Committee and the health education staff.
4. Coordinate health education inservice training with the Staff Development Council.
5. Serve on the health education curriculum committee.
6. Function as a consultant and/or resource person for K-12 staff members.
7. Supervise health education programs in grades K-6 through staff and individual meetings as needed.
8. Prepare communications concerning health programs for students, teachers, parents, and the general public.
9. Maintain, strengthen, and expand the district's health program through curriculum development and continuous evaluation.
10. Disseminate information regarding health education program development to K-12 staff.
11. Assist in the evaluation and selection of textbooks and other health resource materials.
12. Conduct an annual evaluation of the health education program.
13. Advise the administration in regard to material and budgetary needs of the district's health program.

Evaluation: Performance of this job will be evaluated annually by the district administrator and elementary principal.