

<b>Position:</b>	Community Liaison for Student Health
<b>Reports To:</b>	Assistant Superintendent for Student, Family and Community Services
<b>Salary:</b>	Classified Salary Schedule
<b>Status:</b>	Permanent, 12-Month (Grant funded through June, 2018)

**Qualifications**

1. Master's degree or higher from an accredited university in Public Health, School Health, Health Education, or related health field with a minimum of two years' experience in a school system
2. Minimum of two years successful administrative experience
3. Thorough and in-depth scientific knowledge of theories, principles, and practices associated with public health and chronic disease prevention
4. Familiarity with Common Core State Standards and the Healthful Living Essential Standards
5. Experience in developing and maintaining effective working relationships with multiple-agency stakeholders

**Responsibilities**

**1. LEADERSHIP**

Support and create linkages among school and community organizations, agencies and partnerships to enhance the capacity within schools to promote and create opportunities for (1) physical activity, quality physical education, (2) quality education and supportive nutrition environments, and (3) enhance capacity to manage and care for students with chronic conditions, specifically asthma and diabetes.

- A. Promote professional development opportunities related to the three key areas
- B. Ability to make effective presentations and represent the initiative at local, regional, and state meetings.
- C. Ability to work independently and manage multiple tasks simultaneously.

**2. PROGRAM MANAGEMENT**

- A. Implement quality physical education and physical activity in K-12 schools
- B. Develop, implement and evaluate comprehensive school physical activity programs (CSPAPs)
- C. Implement policy and practices that create a supportive nutrition environment including:
  - establish standards for all competitive foods
  - prohibit advertising of unhealthy foods, and

- promote healthy foods in schools including those sold and served within school meal programs and other venues
- D. Implement policies, processes, and protocols in schools to meet the management and care of needs of students with chronic conditions
- E. Develop protocols that ensure students identified with a chronic condition that may require daily or emergency management are enrolled into private, state, or federally funded insurance programs, if eligible.
- F. Provide assessment, counseling, and referrals to community –based medical care providers for students on activity, diet, and weight-related chronic conditions.
- G. Ability to facilitate partnerships, coordinate program activities and multi-agency agreements.

### **3. STRATEGIC DEVELOPMENT**

- A. Serve as the staff liaison to lead the DPS School Health Advisory Council
- B. Collaboratively develop with key partners and support the implementation of the action plan
- C. Provides effective leadership of the ongoing programs
- D. Engage with partners including school nurses, PE teachers, child nutrition directors, PTAs, Durham County Public Health, etc.
- E. Participate in conference calls and meetings as scheduled by the Early Child Care and School Coordinator
- F. Attend required meetings
- G. Maintain current knowledge of scientifically-based research trends and issues in support services programs by attending conferences and reading/viewing professional material.
- H. Supervise the development of regular monthly and annual reports such as End of the Year Reports and Actual Expenditures.

### **4. INFORMATION AND ANALYSIS**

- A. Identify and track students with chronic conditions that may require daily or emergency management (e.g., asthma and diabetes)
- B. Assist with assessments (including Profiles and Youth Risk Behavior Surveillance)
- C. Ability to keep accurate and timely records of activities and complete reports
- D. Report monthly progress on the reach and impact of efforts in nutrition, physical activity and physical education, and care management of students with chronic conditions.
- E. Work with school staff to pilot the “Daily Disease Report” to assist with providing improved care to students with chronic conditions.
- F. Assist CCCPH/DPI Evaluation team with assessment and evaluation efforts, including completion of Profiles and Youth Risk Behavior Surveillance

## **5. HUMAN RESOURCES**

- A. Assist in the recruitment, selection and employment of staff.
- B. Maintain open communication between parents, school-level personnel, community agencies, and central services staff.
- C. Communicate effectively and clearly with diverse audiences, both orally and in writing
- D. Demonstrate professional ethics
- E. Supervise the development of in-service programs for the development and improvement of staff for teachers, principals, central services staff particularly in the area of classroom management, PBS, and in-school suspension programs

## **6. BUDGET DEVELOPMENT**

- A. Develops the budget with LEA team that aligns with the action plan
- B. Prepares or assists in the preparation of the budget and administers funds in accordance with federal, state, and local policies
- C. Coordinates with other departments or agencies to ensure that funds are coordinated for maximum services.
- D. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials, and supplies in accordance with federal, state, and local policies
- E. Prepares and oversees the preparation of records and reports as required by federal, state, and local policies.

## **7. RESULTS**

- A. Informs administrative leadership and other school personnel regarding the status of the student support programs.
- B. Uses evaluation results for future planning
- C. Perform other duties as assigned by the Assistant Superintendent