

# Wachusett Regional School District

## HEALTH SUPPORT STAFF

### JOB DESCRIPTION

#### **TITLE:**

Health Coordinator (Grant Funded)

#### **QUALIFICATIONS:**

1. Bachelors Degree in related discipline.
2. Experience in coordination of health programs and knowledge of current health related topics in school age population.
3. Demonstrated ability to work with teachers, administrators, and staff.
4. Other qualities of academic, professional, and personal experience that the Superintendent may specify.

#### **REPORTS TO:**

Supervisor Pupil Personnel Services

#### **SUPERVISES:**

All trainers/consultants/presenters who provide health information/services as part of the district-wide health grants.

#### **PERFORMANCE EVALUATION:**

The Coordinator shall be evaluated annually in narrative form based on the goals and objectives established by the Coordinator and the Director.

#### **REPRESENTATION STATUS:**

Un-represented Staff

#### **JOB RESPONSIBILITIES:**

The Coordinator shall provide leadership in the development and implementation of health-related grants and develop and coordinate a framework for community agency collaboration with Wachusett Regional School District.

In carrying out these responsibilities the Coordinator shall:

1. Serves as a Health resource providing information and support on School Health related fields and assists in coordination of district-wide school health activities;
2. Assists schools in developing community/school collaborations that provide health related activities and programs;
3. Coordinates and oversees health grant activities as directed;
4. Manages health grant budgets as directed;
5. Identifies potential funding sources including grants and community resources and prepares proposals as directed;
6. Assist in the research and development of the School District's health regulations and procedures as directed;
7. Assist in the development of various health programs as directed.
8. All other related duties as assigned.

4/97

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 04/97