

Wachusett Regional School District

HEALTH SUPPORT STAFF

JOB DESCRIPTION

TITLE:

Health Program Consultant

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, staff, and students.
4. Other qualities of academic, professional, and personal experience the Superintendent may specify.

REPORTS TO:

Health Services Coordinator

PERFORMANCE EVALUATION:

The Health Program Consultant shall be evaluated annually, in narrative form, based on her/his job performance.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Health Program Consultant shall provide leadership in the development and implementation of health-related programs, aid in the identification and writing of health-related grants, and assist with the development and coordination of a framework for community agency collaboration with Wachusett Regional School District.

In carrying out these responsibilities the Health Program Consultant shall:

1. Serve as a health resource to District Staff, providing information and support on comprehensive health related issues and assist in the coordination and implementation of district-wide school health activities/programs;

2. Assist schools in developing community/school collaborations that provide health related activities/programs;
3. Assist faculty advisors and students of student organizations that focus on comprehensive health related issues in order to ensure student presentations align with the WRSD Health Curriculum outcomes;
4. Interface with building principals/staff to schedule and coordinate student organizations that make health related presentations to District schools;
5. Accompany student organizations, as directed, to District schools to introduce programs, facilitate discussion, and administer evaluations;
6. Research and identify potential funding sources, including grants and community resources, and prepare proposals and applications as directed;
7. Assist in the management of health grant budgets as directed;
8. Facilitate small group work, as well as make classroom presentations, to students on health related topics;
9. Assist in the development, review, and implementation of various components of the District's Comprehensive Health Program (i.e. Health Curriculum, Guidance Program, Health Services, etc.) as directed;
10. Plan, coordinate and/or conduct evening programs for parents that support health activities and programs provided to students;
11. Provide/and or facilitate training to District staff on programs that focus on such issues such as violence prevention;
12. Assist in the development, coordination, administration, and analysis of assessments, surveys and evaluations as directed; and
13. Perform all other related duties as assigned.

09/18/2002

Revised: 10/01/2003

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 10/01/2003