

**TITLE:** Health Innovations Coordinator

**QUALIFICATIONS:** Certification of good health signed by a licensed physician; bachelor's degree in health-related field preferred; ability to perform student-related and administrative duties, work independently with little direction, and establish and maintain effective working relationships with others.

**REPORTS TO:** Superintendent and High School Principal

**JOB GOAL:** To direct the Health Innovations Flight Path in collaboration with Highlands High School and district staff; design healthcare field-related experiences for students; oversee student university online course completion

**COMPENSATION:** 188 Days / 18 Hours per Week on the Administrative Assistant Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

- Oversee the development of the Highlands High School Health Innovations Flight Path in collaboration with school and district staff , as well as university and community partners
- Serve as a liaison between students, administrators, teachers, counselors, and other appropriate staff to ensure that students are making progress in all Health innovations Flight Path courses.
- Facilitate classes of Health Innovations Flight Path students and provide oversight of the program.
- Facilitate the recording and sharing of data necessary for the effective operation of the Health Innovations Flight Path
- Provide individual and small group healthcare-field career coaching for students for educational planning and support.
- Establish community partnerships for student internship , job shadowing , and guest speaker experiences
- Communicate with parents concerning educational progress and planning.
- Gather, evaluate, interpret, organize and manage information to meet the needs of high school students and staff.
- Coordinate and/or facilitate required state, local and other assessments as needed.
- Maintain records and generate reports, lists, and other materials, utilize word processing, and other software as required.

- Perform a variety of general office duties including receiving and referring telephone calls; operating computer, copiers, and other equipment as required.
- Attend training and meetings.
- Perform related duties as assigned.

**REQUIRED SKILLS:**

Ability to organize and prioritize projects and tasks

Ability to work with high school aged students in academically advanced programming

Demonstrated successful leadership experience.

Demonstrated successful experience in program planning and development.

Successful experience with a range of technology-related skills.

**TERMS OF EMPLOYMENT:**

Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by superintendent.

**EVALUATION:**

Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.