

Healthy Schools Specialist

TITLE:	Healthy Schools Specialist
REPORTS TO:	Superintendent's Designee
SUPERVISES:	Assigned Staff
JOB FUNCTION:	Integrate district resources to focus on student wellness and increase awareness of resources available for students and families.

MEASURES OF SUCCESS:

- District Student Health and Wellness Committee is established and meeting goals as indicated on the committee agendas and data analysis.
- District wide student wellness initiatives and awareness campaign are established, and data indicates successful implementation.

PERFORMANCE RESPONSIBILITIES:

- Serve as liaison with the Kentucky Healthy Schools Team and Fayette County Public Schools and school staff to integrate the Whole Student, Whole Community, Whole Child framework into the culture and climate of the school district. The utilization of existing school health strategic plan will provide guided focus.
- Assist in coordinating the establishment of a local school health district Council and regular meeting schedule to develop vibrant school health programming, policies, and best practices.
- Assist in coordinating the establishment of local school health advisory committees and a regular meeting schedule to develop vibrant school health programming policies and best practices.
- Facilitate the completion of the School Health Index in a minimum of 75% of the Fayette County A1 (traditional) schools, serving as a baseline of each building's baseline needs assessment.
- Assist schools in the creation of a School Health Action Plan, incorporating the SHI results, to support school improvement efforts.
- Monitor and maintain professional development and technical assistance records for monthly and annual reporting purposes.
- Assist with school-level data collection, including staff and student surveys and school health profiles.
- Participate in the Kentucky Board of Education's WSCC subcommittee and other relevant state, local and federal partnership opportunities.

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- Secure and maintain health information according to the Health Insurance Portability and Accountability Act and employe privacy laws and regulations.
- Develop and maintain a positive rapport with staff.
- Maintain professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of the department and following District policies and procedures.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintain regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push, or pull light weights.
- Requires attendance at all hours of day/night to oversee requirements of the division.

KNOWLEDGE AND ABILITIES

- Plan, coordinate, implement and modify a comprehensive student wellness program for the district based on the CDC Whole Community, Whole School, Whole Child model.
- Facilitate training of others.
- Strong meeting and group facilitation skills.
- Strong organizational, critical thinking and analytic skills.
- Effective communication with others using both oral and written forms of communication.
- Establish and maintain cooperative and effective working relationships with others.
- Compile data, prepare reports and provide detailed statistical analysis.
- Learn district organization, operations, policies, and procedures.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.
- Observe HIPAA and FERPA.

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EDUCATION AND EXPERIENCE:

- Bachelor of Arts or Sciences (required) in a health-related field or teaching certification in Health and/or Physical Education. Master of Public Health, Nursing, Social Work, Health Education, Public Administration, or other similar field or related professional experience.
- At least (3) years successful professional experience

Original Date: 09/2023
