

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	CCSU Prevention/Wellness Coordinator
FLSA STATUS:	Exempt
UPDATED:	August 3, 2006

POSITION OBJECTIVES: The role of the **CCSU Prevention/Wellness Coordinator** is to provide leadership and support for all CCSU schools in the planning, implementation, coordination, and evaluation of curricular programs and school-based initiatives related to *Safe and Drug Free Schools, Tobacco Use Prevention Education, EPSDT Reinvestment*, and the *Comprehensive Prevention/Wellness Curriculum*; he/she serves as the CCSU representative and liaison to the **Healthy Youth Collaborative** and **C.H.I.P.S.**, and assists the Executive Director of Curriculum, Instruction, and Assessment in ensuring that the Prevention/Wellness objectives are achieved within the proscribed budgets. This position is designated as a **contracted service**, and is supervised and administered under the direction of the Executive Director of Curriculum, Instruction, and Assessment. This is a temporary, grant-funded position for 30 hours/week for the 2006-2007 school year.

SALARY AND BENEFITS: Compensation will be paid at the rate of \$30/hour for not more than 30 hours each week; and weekly/schedule and calendar year will be determined by the Executive Director of Curriculum, Instruction, and Assessment. There are no benefits associated with this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Program Planning and Implementation:

- Develop, plan, and implement Prevention/ Wellness initiatives and programs at each site;
- Collaborate with site staff, including site administration and departments to implement Prevention/ Wellness initiatives and programs;
- Collaborate with site staff to assure implementation, alignment, and collaboration of programs and services on site;
- Attend district-wide Prevention/Wellness Steering Committee meetings for planning and program feedback and to assist in facilitation.

Data Collection, Reporting, and Program Evaluation:

- Operate a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs;
- Complete on-going program documentation;
- Assist schools with scheduling of data collection as needed;
- Collaborate with schools to complete documentation and assist with coordination of evaluation activities (e.g. surveys, focus groups and interviews) for **School Health Index** and **Healthy School Report Card**;
- Implement tracking systems to evaluate effectiveness of programs; makes recommendations for improvement.

SU-Wide Prevention/Wellness Focus Implementation and Promotion:

- Work with Prevention/Wellness Steering Committee and school contacts and to promote a school-wide wellness focus aligned with board policy;
- Assist the Student Assistance Program Coordinator at the high school, as well as other school contacts in developing intervention plans for identified students as needed;
- Participate in the school site meetings when Prevention/Wellness initiatives are part of the agenda;
- Participate in professional development on an on-going basis that will enhance school site activities;

- Work with site to build capacity of staff, students, parents, to integrate and institutionalize Prevention/Wellness initiatives, curricular programs, and promotional activities.

Community Partnerships:

- Provide outreach to parents/families by communicating needs of students as well as providing resources and updates regarding health-related issues;
- Write and edits a district-wide monthly column for local news devoted to CCSU Prevention/Wellness initiatives;
- Serves as a liaison between CCSU and community-based prevention/wellness groups.

Communication/Presentations/Professional Development:

- Coordinates and implements district-wide health and wellness promotion activities; prepares related handouts, diagrams, and flow charts for presentations;
- Processes ongoing verbal and written communication on prevention/wellness topics for schools;
- Prepares, coordinates, and presents information to outside/external organizations and internal representatives; presents educational programs to staffs;
- Prepares, coordinates, and presents annual Wellness Strand.

Grants Management:

- Works with to fully implement related investment strategies for SADFS, Tobacco, and EPSDT;
- Provides descriptive reports regarding prevention/wellness activities in accordance with grant strategies and requirements;
- Seeks out and writes grants to procure additional funding for prevention/wellness initiatives;
- Attends grant related meetings and trainings.

Miscellaneous:

- Perform other duties as assigned, including special projects.

SUPERVISION RECEIVED:

Evaluated by, reports to and is supervised by the Executive Director of Curriculum, Instruction, and Assessment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Abilities required to perform effectively include: Ability to coordinate and facilitate the Safe and Drug-Free Schools/Tobacco-use Prevention Education/EPSTDT Reinvestment programs; ability to plan, implement and administer activities and procedures designed to insure the completion of established grant investments, missions, and task objectives; successfully prepare grant applications and required reports; ability to manage and coordinate multiple initiatives; effectively work with public agencies and develop community awareness of the needs for quality Safe Schools prevention/wellness programs; maintain cooperative and professional working relationships with administrators, staffs, the public, and other agency personnel; monitor use of related budgets; effectively communicate orally and in writing; provide staff development, training, and facilitation; and the ability to meet the travel requirements of this position is required.

Knowledge required to satisfactorily perform the functions of the job includes: familiarity with Federal and State Title IV requirements as referenced in No Child Left Behind; familiarity and use of comprehensive assessment and evaluation, as outlined in the Federal Principles of Effectiveness; knowledge of current research and practices in school reform and safe schools, including violence prevention, alcohol, tobacco and other drugs, asset building, and intervention strategies; knowledge of youth prevention programs; hands-on experience with youth prevention programs, including development, coordination and implementation; knowledge and experience in student support systems, such as Student Assistance Programs; knowledge and experience in successful preparation and application of grant applications and required reports; knowledge and extensive experience in development, training and

facilitation.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.