

**SCHOOL DISTRICT OF GADSDEN COUNTY
JOB DESCRIPTION**

COORDINATOR – HEALTH, DRUG-FREE SCHOOLS AND ATHLETICS

QUALIFICATIONS:

- (1) Bachelor's Degree with State of Florida Certification in health and physical education, or a minimum of five (5) years coaching and/or teaching experience in Health and Physical education.
- (2) High level interpersonal and communications skills
- (3) Excellent organization, training, coordination and leadership skills
- (4) Sensitivity to needs of youth and diverse ethnic populations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Gadsden County School Board's mission and vision, ability to work cooperatively with school personnel, community and other departments and agencies, ability to maintain sensitivity to multicultural issues, knowledge of child growth and development, knowledge of federal and state laws and district policies relating to safe schools health, and athletics, ability to organize and conduct meetings, to provide resources and to plan and disseminate information, ability to communicate effectively both orally and in writing, ability to maintain confidentiality, ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to participation in athletics, health services, and drug free programs.

REPORTS TO:

Superintendent

<p>JOB GOAL</p> <p>To provide quality health, athletic, and drug free services that address the social, emotional and educational needs of children and families.</p>
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SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

COORDINATOR OF HEALTH, ATHLETICS AND DRUG FREE SCHOOLS (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Plan and develop drug-free and athletic programs and health services for the district.
- * (2) Establish short- and long-range plans based on student health needs, district, state and federal requirements.
- * (3) Plan intervention strategies that are clearly related to identified needs.
- * (4) Serve as the liaison/contact between the Florida High School Athletics Association and the school district in matters that come before the bodies
- * (5) Coordinate all health services, athletics, and drug free schools program for the district

Administrative / Management

- * (6) Maintain accurate and current file of community agencies and contact persons.
- * (7) Demonstrate organizational skills, establish priorities and plan for contingencies.
- * (8) Develop and maintain a directory of health care agencies, drug free programs, athletic coordinators and specific contracts available to the school district
- * (9) Prepare and maintain records and referrals.
- * (10) Interpret educational policies, programs and procedures related to health, drug-free schools, and athletic services.
- * (11) Serve as a liaison between the School District and the coordinators of all athletic, drug free and health programs to ensure that all eligible children are able to participate in programs.

Assessment / Evaluation

- * (12) Use appropriate evaluation instruments, convey results and recommend interventions.
- * (13) Conduct interviews with students and parents in school and home settings.
- * (14) Gather data from a variety of sources; i.e., students, parents, school personnel, local health care, drug rehabilitation centers, and mental health providers.
- * (15) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- * (16) Access student records on a need-to-know basis and protect their confidentiality.
- * (17) Assist in early identification of students' school-related problems.

Intervention / Direct Services

- * (18) Identify and provide for appropriate health services for children and families.
- * (19) Work with parents and schools to resolve conflicts.
- * (20) Accompany parents to service agencies when appropriate.
- * (21) Supervise the preparation and implementation of health, drug free, and athletic related grants.

Collaboration

- * (22) Collaborate with parents and other staff in the implementation of drug free, health, and athletic programs and services for students.
- * (23) Apply knowledge of effective consultation procedures in working with parents, students and others.
- * (24) Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- * (25) Work collaborative with all external agencies in the provision of health services, athletics program, and safe and drug free school.
- * (26) Collaborate with district/school personnel as may be needed in the provision of health services.
- * (27) Serve as District-level contact for principals and teachers regarding students with health problems and communicable disease.

Staff Development

- * (28) Initiate and participate in in-service training and research relevant to position.
- * (29) Demonstrate professional growth and continuous improvement of professional knowledge and skills.

COORDINATOR OF HEALTH, ATHLETICS AND DRUG FREE SCHOOLS (Continued)

*(30) Inform school personnel how health, drug-free, and athletic services may be used in planning and evaluating programs for students and procedures for referrals or assistance.

Professional Responsibilities

*(31) Establish and maintain continuous professional relationships with community and drug-free, athletic and health / mental health agencies.

*(32) Serve on panels, committees or boards of community agencies.

*(33) Keep appointments and follow up on commitments.

*(34) Maintain effective interpersonal relationships and communication with students, parents and staff.

*(35) Submit accurate reports in a timely manner and maintain all appropriate records.

*(36) Keep abreast of latest research relating to health, drug-free schools, and athletics related to student needs.

(37) Perform other duties as assigned.

Student Growth / Achievement

*(38) Conduct health, drug-free and athletic services programs in a manner that ensures that student growth and achievement are continuous and appropriate for age group and/or student program classification.

*Essential Performance Responsibilities