

Job Description Coordinated School Health Assistant
McMinn County Board of Education

The Coordinated School Health Assistant is an eleven (11) month, part time position with McMinn County Schools. CSH Assistant will have a base location at the McMinn County Center for Educational Excellence. Office reporting hours for the CSH Assistant will be 8:30-4:00 p.m. with some required after school, evening, and weekend meetings/events. Travel will be required within McMinn County and within the State of Tennessee with possible out of state travel.

Required Education and Experience:

- Ability to communicate effectively both verbally and in writing
- Significant computer skills (data entry, newsletter, spreadsheets, etc.)
- Substantial people skills
- Time management/organization skills

Salary: Hourly rate based on the Central Office Secretary Salary Schedule. The position will be a three (3) day work week, 6.5 hours per day. Days and times may vary based on schedule of activities.

Responsibilities:

- Assisting in implementation of Coordinated School Health for McMinn County school district.
- Helping establish and coordinate efforts among community partners and organizations for the delivery of Coordinated School Health Programs
- Attend conferences and meetings as required by the *Tennessee Department of Education*
- Submit paperwork for reimbursement from the *Tennessee Department of Education* within the designated timeframe
- Submit all required reports for the *Tennessee Department of Education*
- Set up and clean up duties for events
- Other duties as determined by the Director of Schools