

MONONA GROVE SCHOOL DISTRICT

Board Policy 531.34

DISTRICT HEALTH EDUCATION COORDINATOR (Job Description)

Qualifications: (1) Must possess and maintain certification as a health teacher as established by state law and the Department of Public Instruction.
(2) Must have taught for a minimum of three years in the district.
(3) Must meet any additional qualifications established by the district.

Reports To: Director of Instruction

Job Goal: To provide leadership for the K-12 health curriculum and instruction, budgeting and communication matters.

Performance Responsibilities:

The essential responsibilities of the District Health Education Coordinator are as follows.

A. Leadership

The district health education coordinator shall:

1. Assemble and coordinate District Health Advisory Council.
2. Serve in an advisory role to administration as needed.
3. Involve department members in decisions that affect the department and the school district. Examples include, but are not limited to, budgeting, new course development and developing district goals for health education.
4. Attend additional meetings when necessary such as Board meetings and committee meetings.

B. Communication

The district health coordinator shall:

1. Conduct District Health Advisory Council meetings at least twice a year.
2. Represent district on appropriate committees and at seminars.
2. Share information with K-12 health staff members from seminars and meetings.

C. Budgeting

The district health education coordinator shall:

1. Maintain an inventory of K-12 health resource materials.
2. Advise in the establishment of priorities in the budget process.
3. Assist in the selection and ordering of curricular materials.

D. Curriculum

The district health coordinator shall:

1. Monitor the K-12 health curriculum with the other department members to ensure that the curriculum is in line with state law requirements and the academic standards adopted by the Board.

2. Develop with members of the department proposals for curriculum workshops.
 3. Develop with members of the department new course proposals as appropriate.
 4. Participate in curriculum workshops as appropriate.
 5. Present curriculum proposals that follow the guidelines that have been outlined by the Director of Instruction and specified by law.
 6. Advise administration on health materials and textbook selection
 7. Maintain an inventory of district health curriculum materials
 8. Monitor course offerings and related curriculum for content and value.
- E. Other
- The district health education department coordinator shall perform other related duties as directed by administration.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of a high school department coordinator. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment: Additive school year position

LEGAL REFERENCES: Section 121.02(1)(a) Wisconsin Statutes
PI 3, Wisconsin Administrative Code

CROSS REFERENCES: Board Policy 538, Staff Evaluation
Employee Agreement

BOARD APPROVAL: September 14, 2005