

**GRADE:** 12  
**OFFICE:** MATERNAL & CHILD HEALTH  
School Health/It's All About Kids (IAK)

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***POSITION SUMMARY:***

Primarily responsible for guiding schools in the implementation of the Whole School, Whole Community, Whole Child (WSCC) model and developing, presenting and providing programs and interventions that promote school health and wellbeing to schools, staff, students, parents and community members.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties and responsibilities of this position. All employees must maintain a commitment to the THD's mission, vision and strategic goals. This summary is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (95% of Time):***

1. Secures information or materials needed to present educational programs; prepares lesson plans, presentations, and skills-based activities on health-related topics; and operates audio/visual equipment in presentation of educational programs, as needed.
2. Promotes Tulsa Health Department's programs to individuals in Tulsa County schools and works with existing Health Department programs to promote health and education in schools.
3. Provides support to other School Health staff in preparation and presentation of programs.
4. Assists in implementation of the 10 Whole School, Whole Community, Whole Child (WSCC) components of the School Health program.
5. Participates in before school, evening and weekend events including: Assemblies, School Functions, Community Health Fairs, Community Events, Coalition Meetings, etc.
6. Plan, develop and implement prevention programs that include teachers, administrators, parents and students.
7. Coordinates the scheduling of WSCC components among the various school sites within all partnering school districts offering the School Health program, while keeping the School Health Manager informed of any concerns/problems.
8. Collaborates with school staff to develop effective prevention programming for students in an individual or group setting.
9. Provides professional development training for teachers and staff in Tulsa County (i.e., Incorporating Movement into Core Curriculum, WSCC Model Implementation, Physical Education, Action Based Learning, Nutrition Education, etc.).
10. Recruits and sustains Expanded Learning programs. This will include finding new sites each year, facilitating and/or training the staff at each site, assisting in collecting data, and performing observations.
11. Offers support or guidance in administering group-standardized tests, such as Fitness Gram, in accordance with district testing program, as appropriate.
12. Assists in skills-based health education curriculum development as needed for the School Health program.
13. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.

14. Coordinates specific collection of program data to support the evaluation of the School Health program.
15. Participates in school committees such as the Healthy and Fit Advisory Committee or Safe and Healthy Schools to offer resources for WSCC components.
16. Completes required training in support of duties and responsibilities of this position.
17. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

## **SECONDARY JOB FUNCTIONS (NON-ESSENTIAL – 5% of Time)**

1. Assists and/or coordinates IAK School Health programming with other divisions.
2. Develops/designs educational materials and programs; and assists in design and production of professional and lay materials, such as posters, exhibits, leaflets, publications, and multimedia presentations.

## **QUALIFICATIONS / SPECIFICATIONS:**

**Education:** Baccalaureate degree in health education and promotion, education, child development, nutritional science, dietetics, public health or a related field is required. Current certification as a Certified Health Education Specialist through the National Commission for Health Education Credentialing, Inc. is preferred.

**Experience:** Experience in education, public speaking, program development, curriculum development, and communication skills preferred.

## **Knowledge & Skills:**

- Communicate effectively orally and in writing with diverse populations and age groups.
- Public speaking, including radio/television interviews.
- Public relations for promotion of the Tulsa Health Department and its programs to schools and the community.

**Licenses:** Valid Oklahoma driver's license and reliable transportation.

## **INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with associate director, supervisors, and employees concerning School Health programming.
- External contact with the public to give health information or make referrals.

## **PHYSICAL EFFORT:**

- Reaching above shoulder height to adjust video equipment and reach supplies, stooping, and lifting boxes of materials weighing up to 30 pounds.
- Must be able to stand for an extended period of time (60 minutes) in order to teach in various classroom settings.
- Must be able to perform basic motor movements such as walking from vehicle to building and occasionally climbing stairs.

***SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:***

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – School Health Manager or Supervisor.

***WORKING CONDITIONS:*** No unusual working conditions.

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform work-related travel.
- Must be available for occasional work outside of the normal office hours including mornings, evenings and weekends.

***FLSA Status: Exempt***