

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Coordinated School Health Director	Reports to: Superintendent
Job Class Code: 0130	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Coordinate the Coordinated School Health Program and all its related components within the district
- Organize and support the work of Coordinated School Health Council, the CSH Program Staff Council and individual schools' Healthy School Teams
- Collaborate with system, school and community leaders to implement and maintain school health initiatives at the system and school levels
- Monitor student school health data (dental exams, eye exams, physicals, immunizations, etc.) submit reports, etc.
- Ability to develop and overall understanding of the various components in the CSH Program and its relationship to the instructional program and student attendance
- Plan, prepare, for and conduct appropriate meetings with a variety of types and sizes of groups
- Ensure compliance with Kentucky Department of Education standards and guidelines for school health
- Make necessary and requested reports to the Kentucky Department of Education, the Cumberland County School District Board of Education/Superintendent and other appropriate individuals or groups
- Submit all required reports as mandated
- Develop and maintain a system/process for program evaluation which includes a means for program improvement
- Establish partnerships with community organizations and agencies concerned with the health and wellness of students and staff
- Solicit other appropriate opportunities for professional learning for self and appropriate others in the system (as funding is available)
- Conduct appropriate health related staff development and trainings for the system and/or individual schools, groups or employees
- Use the School Health Index to determine school health priorities
- Monitor the school nurses and program
- Supervise the District Health Coordinator
- Keep information confidential concerning school business
- Act in a professional manner at all times
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Master's degree (preferred) in education, nursing, health services administration, physical education, social services, psychology/mental health services or nutrition  
Experience: Documented experience (3-5 years) in either implementing or supervising one or more of the eight CSH components

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*