

### HEALTHY SCHOOL COORDINATOR

**DEFINITION:** Under general supervision; performs professional work of considerable difficulty in providing direction, oversight and fostering collaboration for the successful implementation of diabetes prevention among Navajo Nation school-based programs, students, families and the community; maximizes resources and ensures that evidenced-based programs and interventions are provided to build and sustain a healthy school community; ensures that all local education agency health initiatives, services and programs are aligned, complement and effective relative to diabetes prevention education, nutrition and physical activity; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides advisory assistance to decision makers on matters related to the development, implementation, operation, design and funding of school health related activities and services; establishes program priorities; develops monitoring and evaluation standards and procedures; monitors and evaluates program activities to ensure compliance and quality control; establishes program and services goals and objectives relating to diabetes and nutrition education; plans, develops and implements program policies and procedures; provides leadership and overall direction in the organization, administration, management and evaluation of the program; develops and implements monitoring and evaluation standards and procedures; interprets laws, regulations, statutes, rules and policies affecting the program; recommends new legislation or modification of existing education laws; conducts research; prepares required reports; provides professional leadership and authoritative consultant services to top-level Navajo Nation, federal, state and local education officials and school boards and others concerned with Navajo education.

Responsible for school health and successful implementation of diabetes prevention to all school-based programs which include private, public, grant and parochial schools within the Navajo Nation; strengthens and implements school health policies that align with Navajo Nation, federal and state laws and best practices of the Special Diabetes Program Initiative scope of work; manages logistics; promotes healthy physical activity and eating behaviors in students that is aimed at equipping children with the knowledge and skills to make healthy decisions while having fun in relation to diabetes prevention; ensures that children participate in nutrition lessons and are served a healthy snack on a daily basis, students engage in exercises, sports-related skills practice and non-elimination games; serves as a supervisor to staff when on-site at a program; serves as a liaison to federal, state and tribal community health programs; serves as facilitator and specializes in collaboration, partnership-building, data collection and advocates for the health, safety and wellness of students and staff; establishes and maintains a Healthy Advisory Committee whose members are subject matter experts for the various components of the Whole School, Whole Child and Whole Community (WSCC) model and provides cultural insight on behalf of the community.

Conducts assessments of student health needs and evaluates school policies, activities and programs; researches funding opportunities; uses data to develop funding proposals for federal and private funding; prepares and administers program budgets; assigns and reviews work of assigned staff; conducts performance appraisals; serves on committees, panels and advisory boards; formulates procedures to implement legislation; interprets local, state and federal educational rules and regulations; provides technical assistance and consultation at the national, federal, state and other Indian agencies on issues and needs; develops materials and conducts workshops and presentations; negotiates agreements and contracts with schools, state and other organizations for support and coordination of services; represents program on behalf of the Navajo Nation; keeps

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current on federal laws and programs that support student health and safety, including but not limited to the Every Student Succeeds Act, USDA Local Wellness Policy, Safe and Drug Free Schools.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles and practices of school health education.  
Knowledge of Navajo Nation, federal, state, local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities.  
Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.  
Knowledge of program operational activities, mission and client service requirements.  
Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budgets and forecasts.  
Skill in formulating and executing documents and reports, goals and objectives and program performance measures.  
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff.  
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Health Science, Public Health, Community Science, Public Policy or related field; and three (3) years of experience working with schools, health education or physical activities; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- A favorable background investigation.

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Health Science, Public Health, Community Science, Public Policy or Education Leadership.
- Familiarity and experience working with the American School Health Association.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.