



District Health Educator

Job Overview

The job of the District Health Educator was established for the purpose of developing, implementing, coordinating, and maintaining assigned health programs, services, and related activities; and providing health information to students, school staff and parents within the established guidelines and standards for health policies.

This job reports to Coordinated School Health Director.

Job Functions

- Oversees and participates in the health education component of the coordinated school health model, staff wellness, and mandatory health training for the district.
 - Develops and maintains district-wide health education standards to promote a healthy work environment and maintain physical safety.
 - Develops, plans and implements health policies, standard operating procedures, and health protocols.
 - Coordinates with outside agencies to provide up-to-date district-wide nurse procedural training school nursing staff.
 - Facilitate health education classes according to district guidelines and mandatory state requirements.
 - Provide employee health and wellness education through coordinated school health initiatives.
 - Support teachers and health educators in the school setting by providing resources and updates on curriculum requirements as a part of the coordinated school health program.
 - Documents activities, records information, and maintains databases, as well as oversees health education program staff and volunteers.
 - Facilitate health education events, workshops, conferences, and presentations for employees.
 - Consults with the school health advisory team related to health education services.
 - Serves as subject matter expert and a resource person in promoting health in schools.
 - Serves as subject matter expert and a resource for infection control and mandatory bloodborne pathogen training and other OSHA standards.
- Provides assessment, planning, intervention, evaluation, management, and referral for appropriate medical care of students with acute/chronic health conditions and in emergency situations.
- Manages the process of maintaining and updating student health records (including but not limited to immunizations, physician orders, and student treatment).
 - Coordinates with staff to collect, record and report immunizations that are required by state law.
- Identifies strategic partnerships with organizations and stakeholders that promote health education and collaborates with internal and external parties including parents, staff, and other interested parties for the purpose of implementing and maintaining services and/or programs.
- Coordinates grant applications to obtain funding for health education programs.
- Attends and participates in meetings, workshops, and/or seminars.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Working Environment

Generally, the job requires 30% sitting, 30% walking, and 40% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.



Qualifications

Minimum experience: 3 years of job related experience.

Minimum education: Bachelor of science in health, education, or a related field.
Master's degree preferred.
Certified Health Education Specialist (CHES) preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.
- Ability to adhere to safety practices; administer first aid; handle hazardous materials/waste; operate equipment used in clinical setting; operate standard office equipment including using pertinent software applications; and prepare and maintain accurate records.
- Ability to adapt to changing work priorities; communicate with diverse groups; deal with distraught, angry, or hostile individuals; maintain confidentiality; work as part of a team; and work with detailed information/data.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Skill in training others.
- Ability to plan, implement, and evaluate program services.
- Ability to coordinate a large number of activities.
- Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- Ability to write grant proposals.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: Certified Health Education Specialist preferred.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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