

# MONTEREY COUNTY OFFICE OF EDUCATION

## **COORDINATOR/ADMINISTRATOR HEALTH AND PREVENTION**

CLASSIFICATION: Certificated Management  
SALARY LEVEL: 3 / 200 Days

### DEFINITION

Under the direction of the Assistant Superintendent, the Health and Prevention Coordinator/Administrator works collaboratively with educators and community health professionals to provide coordination of categorically funded programs in Monterey County; provides leadership, staff development and technical assistance to schools and community agencies involved in the delivery of comprehensive health and physical education programs; acts as the liaison to monitor state and nationally funded programs for the schools in Monterey County

### QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EXAMPLES OF DUTIES

#### ESSENTIAL DUTIES

Provides effective leadership, management, and communication in health and prevention programs; conducts and coordinates professional development programs designed to help teachers effectively implement the California Health and Physical Education Frameworks; participates in the Monterey County Children's Council as a representative of the County Superintendent of Schools; actively works with school districts and local agencies to: foster collaborative partnerships between and among school districts, community agencies and organization; coordinate, plan and conduct professional development that build capacity for implementing comprehensive health education prevention/intervention programs; creates effective communication networks to access and disseminate information; provides technical assistance and effective consultation services; reviews and approves district prevention health program applications and monitor district health programs; develops and submits MCOE prevention program applications and/or grants for funding.

Develops, monitors and reviews the attainment of program goals and objectives at the county, district and school levels; establishes a calendar of events and meetings; advises and assists districts in program planning and reporting materials, organizational processes and current legislation; monitors district categorically funded health program budgets and makes appropriate recommendations; prepares and presents timely and relevant information and progress reports; serves on committees related to areas of assignment and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

Serves on MCOE committees and State Department of Education statewide committees as assigned; performs other job-related tasks as required.

### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- Degree in health or related field
- Masters Degree from an accredited college or university
- Three (3) years of public school experience in health education or related field and two (2) years of experience in supervision or administration
- Possess a valid California General Administrative Credential
- Possess an appropriate California operator's license and the availability of an automobile with the State minimum insurance coverage

Knowledge of

- California Health and Physical Education Frameworks and the National Health and Physical Education Standards
- State/community resources and networks in health and prevention programs including Tobacco Use Prevention (TUPE); Safe and Drug-Free Schools and Communities (SDFSC); and Healthy Start
- Comprehensive health education and prevention/intervention and physical education programs
- Curriculum design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including state and national standards, frameworks and guidelines, program initiatives and school-linked services
- Essential elements entailed in coordinating and presenting effective professional development programs
- Techniques for working effectively with groups in workshops, meetings, committees, councils and advisory boards
- Grant writing/application development process

Ability to:

- Communicate effectively with key governmental agencies and foundation leaders
- Interact with and maintain cooperative relationships with all levels of staff, district and school personnel, agencies and the public
- Establish effective collegial relationships with people from education, health and government agencies and community organizations
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Use appropriate technology for information processing, to include micro-computer
- Provide technical assistance as an essential component of monitoring compliance
- Organize time to accommodate program activities and district requests
- Conduct/present effective professional development programs
- Organize, implement and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Communicate effectively in the English language both orally and in writing