

Job Title: Coordinator Health Wellness and PE	Wage/Hour Status: Exempt
Reports to: Director Health, Wellness and PE	Pay Grade: 103
Dept./School: Health, Wellness and Physical Education	Date Revised: October 28, 2024

Primary Purpose

Assist the immediate supervisor in the planning, development, and training for the districts adopted Coordinated School Health Program and Comprehensive Health instructional curriculum. Assist individual teachers and principals in implementation of the curriculum.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of instructional administration, curriculum writing and implementation
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge of Texas law related to the wellness policy, coordinated school health, and human sexuality

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Instructional and Program Management

1. Plan and organize for the delivery of the district's Coordinated School Health and Comprehensive Health.
2. Adhere to local, state, federal rules, regulations and policies.
3. Serve as a staff resource for the School Health Advisory Council (SHAC).
4. Plan, implement, and evaluate instructional programs with teachers and principals.
5. Assess, develop and implement the use of technology.
6. Coach teachers to increase student achievement by promoting quality instructional practices that support active learning that is student-centered and equitable with teacher facilitating rather than lecturing.
7. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
8. Plan and provide technical assistance to support the adopted curriculum.
9. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
10. Manage grants related to school health programs.
11. Oversee curriculum development and staff training.
12. Perform other duties as assigned by supervisor.

Budget

13. Develop and submit budget requests to support the health-related instructional programs.
14. Participate in the bidding and purchasing process.
15. Demonstrate responsible fiscal control over assigned budgets.

Personnel Management

16. Assist campus administrators in the organization and planning of campus Coordinated School Health leadership teams.
17. Coordinate teacher and student travel, where needed.
18. Assist in locating qualified teaching personnel.
19. Provide technical assistance to all personnel as required and encourage professional growth.

Student Management

- 20. Organize and facilitate coordinated school health fairs.
- 21. Promote and oversee student and teacher trips and student-related school and community events as needed.

Communications and Community Relations

- 22. Maintain high visibility in educational community.
- 23. Participate in district and community activities.
- 24. Develop articulation plans with post-secondary institutions.
- 25. Interact and provide information to the community regarding programs.
- 26. Plan and chair committees and/or meetings assigned by immediate supervisor.
- 27. Promote and communicate high expectations of teacher and student performance.
- 28. Assist and promote safety procedures in the district.

Supervisory Responsibilities

Supervise assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

221 days; salary to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.