



COMMUNITIES PUTTING PREVENTION TO WORK (CPPW) SCHOOL STRATEGIES COORDINATOR

Duties:

The CPPW School Strategies Coordinator serves as the primary contact for the individual school district CPPW Grant Coordinators. This position coordinates school strategies across school districts; facilitates implementation of strategies within school districts; coordinates with other CPPW and TCHD staff; and, monitors progress on strategies and deliverables at the school district level. General supervision is provided by the CPPW Policy Manager.

Serves as a point of contact and communicates with school district CPPW Grant Coordinators, and coordinates communication with TCHD CPPW staff. Completes assessment for initial grant evaluation of school wellness policy implementation status and other components, as identified. Coordinates the daily operations and activities of CPPW School Strategies Initiatives. Works with CPPW Policy Manager to prepare required reports and to ensure program compliance with CDC, HHS and any other grant requirements. Provides ongoing progress updates and program information to the CPPW Policy Manager and others as required. Works with CPPW Policy Manager to identify training needs and coordinate training for TCHD and school district coordinators and staff. Interprets and ensures compliance with program objectives, as well as with TCHD policy and standards. Identifies technical assistance needs of school districts and arranges for the appropriate technical assistance. Performs other duties as assigned and required. Employee responds, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness, as required. Completes trainings identified as appropriate for this level employee.

Education:

Requires a Bachelor's Degree from an accredited college or university with major coursework in public health, education or a related field. Minimum three years of relevant experience. Experience working with schools and school districts strongly preferred. A related Master's degree would count as 1 year of experience. Possession of a valid driver's license.

Knowledge, Skills, and Abilities:

Principles, techniques, practices, and procedures as related to policy, systems, and environmental change and community-based program development. Principles of project management. Word processing, database records management, Power Point presentations, and research methods via the Internet. Communicate effectively both verbally and in writing, and with educational and informational presentations. Establish and maintain effective working relationships with other TCHD employees; representatives of other agencies and organizations; and, members of the community. Act as an official representative of TCHD in a professional manner.

Salary: DOQ

Office Location: Belleview

Close Date: July 30, 2010