

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0630
Pay Grade: C07

FLSA: Exempt

SUPERVISOR,
PRE K-12 HEALTH EDUCATION

MAJOR FUNCTION:

Responsible for implementation of Pre K-12 Comprehensive Health Education in the Pinellas County School System through provision of appropriate staff development, curriculum development, classroom teacher resources and health coordination in elementary, middle, and senior high schools.

DUTIES AND RESPONSIBILITIES:

- Plans and provides professional education workshops for administrators, classroom teachers, and health coordinators.
- Maintains and updates health education materials resource centers where teachers check out materials to use in the classroom.
- Consults with principals, department heads, and teachers to determine the effectiveness of Health Education programs.
- Evaluates and approves Health Education curriculum, programs, and resources that are to be used in the schools.
- Coordinates curriculum writing teams in health education.
- Assists teachers on various grade levels to suggest appropriate classroom materials for specific health education areas, as requested.
- Attends curriculum staff meetings.
- Consults with community health agencies to evaluate and coordinate education materials and programs.
- Consults and plans with dental resource teacher for an effective dental health program.
- Determines health education materials presently available in the schools and makes suggestions for future purchases.
- Purchases and distributes health education materials for schools.
- Consults with other disciplines concerning integration and correlation of subject matter.
- Provides orientation programs to new teachers.
- Implements the Nutrition Education Training Act in elementary, middle, and senior high schools.
- Coordinates and integrates the Nutrition Education Training Act with the school food services department.
- Implements and coordinates family life education in elementary, middle and senior high schools' health education classrooms.
- Serves on governing boards and committees related to health education, such as the Community Health Education Council, American Cancer Society's Public Education Committee, Family Life Education Council, Pinellas County Dental Health Advisory Committee.
- Addresses civic, service, religious, fraternal, and parent groups on subjects related to health.
- Evaluates textbooks and other commercially-oriented products on health education.
- Screens applicants for health education teaching positions.
- Performs other related duties as required.

SUPERVISOR, PRE K-12 HEALTH EDUCATION

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Health Education. Florida certification in Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years successful experience teaching in the elementary or secondary schools. Recommendation for the position from immediate supervisor. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86, FORMAT REVISED: 7/88; TITLE CHANGE BOARD APPROVED: 9/13/89, REVISED: 7/91 PBL; BOARD APPROVED: 8/14/91, REVISED: 1/94 PBL; BOARD APPROVED: 2/9/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, PRE K-12 HEALTH EDUCATION

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Pre K-12 Health Education - ADM