

School Coordinator

About the Job

Duties

Incumbent functions as School Coordinator for the 901 Component 1 of the Communities Putting Prevention to Work (CPPW) program within the Division of Nutrition and Physical Activity (DNPA). The School Coordinator will provide direction in the development and implementation of 901 statewide interventions to promote physical activity, healthy eating, and tobacco cessation and control through policy and environmental systems change within school settings. The Director of the DNPA and the Director of the Healthy Communities Division will provide supervision for the School Coordinator.

Representative duties include:

- Communicate with school leadership throughout the state on policy and environmental interventions.
- Build support with school corporations and communities throughout Indiana to implement 901 interventions to meet established goals and objectives.
- Implement evaluation strategies of 901 interventions within school settings and ensure that they are consistent, based on best available evidence and coordinated with other efforts, thus promoting their effectiveness.
- Provide technical assistance to internal and external partners as needed.
- Maintain professional knowledge of current trends, developments, guidelines, recommendations, and research in the field.
- Represent the DNPA at meetings and functions at the local and state level to promote and implement the 901 interventions and other DNPA initiatives.
- Travel throughout the state as determined by the objectives in the work plan and approved by the Director of the DNPA.
- Assist with grant reporting as needed.
- Participate in internal and external workgroups and meetings as needed.

Candidate should hold certification either as a registered dietitian with the American Dietetic Association Commission on Dietetic Registration and/or have at least a master's degree in nutrition or public health nutrition, or hold a master's degree as well as experience in a discipline related to physical activity promotion (e.g., exercise science, exercise physiology, or physical education) and public health. Candidate also should have experience and interest in promoting nutrition, physical activity, and tobacco cessation and control within the school setting.

School Coordinator...continued

Job Requirements

- Thorough knowledge of national nutrition and physical activity recommendations and school-based interventions to increase healthy eating and physical activity for students, staff, and community members.
- Thorough knowledge and understanding of Coordinated School Health Program (CSHP) and Joint-Use agreements between schools and communities.
- Know and understand the laws, rules, and regulations related to school health and school improvement in Indiana.
- Thorough knowledge and understanding of school policy and environmental interventions to increase physical activity, healthy eating, and tobacco cessation and control.
- Thorough knowledge of nutrition and physical activity measurement and evaluation procedures.
- Thorough knowledge and understanding of population-based health interventions.
- Strong oral and written communication skills.
- Ability to lead working groups whose expertise is needed to develop policy and environmental changes to support physical activity, healthy eating, and tobacco cessation and control.
- Ability to work effectively with the staff of DNPA, ITPC, and other chronic disease programs, as well as state and local decision-makers and others outside the public health community.
- Extensive knowledge of coalition and partnership development and implementation in an effort to leverage resources and mobilize programs towards reaching a common goal.
- Ability to work under pressure/tight deadlines in a fast-paced environment.
- Ability to multitask and prioritize.

As a contracted employee of Knowledge Services, you will be responsible for meeting the needs and job requirements at The State Department of Health.

Contact Information

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