

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
HEALTHY START COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To promote increased student academic achievement through development and promotion of collaborative for the Healthy Start Planning Grant period and effective management of the Healthy Start Program through the Healthy Start Implementation period (when and if awarded). Provide service coordination including budgeting, evaluation, planning and management. This position is funded completely through the grant(s) awarded and will terminate when applicable grants terminate.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Special Education.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Designs detailed implementation grant proposal and follow up reports by submission deadline after determining service and activity plan with school sites and recipients and collaboratives.
2. Services as liaison to the community, schools, collaborative partners, the Healthy Start/Health Services Committee, the District and any developing integrated services for children and families.
3. Promotes Healthy start activities and opportunities through newsletters, special announcements, programs and other marketing methods.
4. Assists in the development and implementation of community-wide projects through coordination with existing resources and community leaders.
5. Organizes, plans and implements the programs for Healthy Start programs upon implementation grant award.
6. Manages internal Healthy Start operations and coordinates staff after grant award notification.
7. Manages external relations, fostering and maintaining the coalition of service providers, local businesses, community groups and elected officials.
8. Plans staff development activities for Healthy Start and school staff.
9. Responsible for Healthy Start long-term planning and evaluation in collaboration with Healthy Start/Health Services Committee.
10. Maintains computer database, conduct the process evaluation and complete all required reports to the State.
11. Assists in identifying special needs of identified students and families.
12. Chairs Healthy Start meetings and LEA Medi-Cal collaborative meetings.
13. Collects and maintains necessary documentation relating to Healthy Start activities goals and objectives.
14. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Possesses management or coordination experience in program/team development that involves a broad scope of responsibility and direction with emphasis in multi-disciplinary team approach.

Possesses strong written and verbal communication skills

Familiar with case management and family needs assessment systems that include, but are not limited to: health, psycho social, educational, vocational, and environmental needs

Knowledgeable about community resources and county program that serve the needs of at-risk students and families.

Familiar with the Basic operations of a school district and school site.

Has understanding of and appreciation for the community's culture, as well as knowledge of methods to assist in the development of increased self-awareness and a positive self-concept.

### **Education and Experience:**

Bachelor's Degree in social services or related field or comparable experience (AA/AS with 2 years related experience)

Previous experience working with the public/private schools, public agency and community base organization.

Ability to talk on the phone to coordinate services and to secure needed resources Bilingual Spanish/English desirable/preferred.

Grant writing experience desirable

Ability to work independently

Strong interpersonal skills

Fund raising and development experience desirable

Willingness to make a three-year commitment to the program if implementation grant awarded

Computer skills including word processing and databases.

### **Certification**

Valid California Driver's license

### **Salary Schedule/Range**

Confidential/Classified Management employee

Range 15 (on Confidential/Classified Management unit Salary Scale)

Half-time position for planning grant period 1999-2000 year

## **WORK CONDITIONS**

### **Environmental Conditions:**

Office/School environment.

### **Physical Conditions:**

Essential functions may require maintaining a physical condition necessary to sitting for prolonged periods of time.