

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Health/Nutrition Coordinator

EMPLOYMENT TERM:

Full Year: With Appropriate BA degree

DIVISION: Early Childhood

DEPARTMENT: HS/EHS

EXEMPT/NON-EXEMPT: Exempt

FUNDING SOURCE: Head Start/Early Head Start

QUALIFICATIONS:

- BA/BS degree in Early Childhood, Health, Nutrition, or related field.
- Must have, or be able to obtain, a New Mexico Driver's License within 60 days of hire.

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and must pass a rigorous criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella and of tuberculosis status by skin test or x-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.
3. Must always ensure a safe and secure environment for clients and fellow employees.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of N.P.E. A. P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- BA degree with a combination of education and training to be recognized as a specialist by ECH performance standards.
- Have a valid NM driver's license for travel to client homes and meetings.
- Fluent Navajo and English speakers with the ability to translate at a layman's level.
- Working knowledge of the physical, economic and social problems, demographical information, of the Alamo Navajo Community, which can affect student performance in school.
- Working knowledge of the language(s), traditions, relationships and customs of the Alamo Navajo Community.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisor, other school staff, students, parents and community members.

SUPERVISED BY: Early Childhood Director

SUPERVISES: Kitchen Staff, HS, EHS, CC, or others as determined by the ECH Director

PAY RANGE: Grade H on ANSB General Salary Scale with BA degree.

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WORKING HOURS: 8:00 a.m.-5:p.m. or as Scheduled by Supervisor

LUNCH HOUR: 12:00-1:00 p.m. or as scheduled by the supervisor

POSITION GOAL:

Early Head Start:

The employee will work to provide guidance and development of the Health and Nutrition area for infant and toddlers 0-3 years of age according to the Head Start Performance Standards. The employee will track and monitor the delivery of Health and Nutrition Services to ensure compliance of all regulations to keep the program in good standing.

Head Start:

The employee will work to provide guidance and development of the Health and Nutrition area for students 3-5 years of age according to the Head Start Performance Standards. The employee will track and monitor the delivery of Health and Nutrition Services to ensure compliance of all regulations to keep the program in good standing.

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc., Policies and Procedures.
2. Supports and carries out responsibilities in accordance with Head Start Performance Standards.
3. Represents Alamo Navajo School Board, Inc., in a manner reflecting Professionalism, working to enhance community understanding of the program.
4. Protects the confidentiality of student & personnel information.
5. Maintains a high personal standard of professional and ethical conduct. Accepts Professional responsibility for keeping informed on current educational topics And advancements.
6. Tracks the health screening process for physical Examinations, dental, vision audiology, nutrition, and immunization assessments As required by Performance Standards.
7. Plans and implements the Health and Nutrition services to meet the Head Start Performance Standards requirements.
8. Works with program staff to ensure that services for children are Implemented according to the Head Start Performance Standards..
9. Provides an annually updated Health service plan to guide the program effort to meet the needs of children and their families in the full range of Early Childhood activities and services.
10. Coordinates all 45 day, 90 day and health documentation and submits before deadline dates.
11. Conducts home visits to complete necessary paperwork for students' folders and coordinates with service providers for screenings and assessments in the health field for children with disabilities or special dietary requirements.
12. Orders and maintains special needs and health supplies, materials, and inventory.
13. Identifies service providers in and outside the local community to provide effective health and early intervention services to Early Childhood children and families.

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14. Attends, contributes to, and/or leads Policy Council, parents, and staff meetings when called upon.
15. Contributes to Head Start newsletters for Head Start families and community on a monthly basis (same for all coordinators).
16. Assists in the enrollment and recruitment of Head Start children and families.
17. Reviews, revises, and updates memorandums of Agreement/Understanding to provide effective services to Early Childhood children and families.
18. Conducts and coordinates training for parents in the area of health, mental health, child development, dental health and nutrition, identifies and informs and assists parents in using education and training opportunities.
19. Together with management team, determines training and technical assistance needs of staff, parents and volunteers and assists in the development of a Training Plan based on those needs annually.
20. Reviews, revises, and updates policies and procedures within the health/nutrition services area in compliance with the Head Start Performance Standards.
21. Prepares monthly reports to the Director on concerns, accomplishments and progress in the Health/Nutrition Service Area.
22. Contributes to monthly classroom lesson planning within the Health/Nutrition Service Area.
23. Coordinates referrals, and family wellness services for Early Childhood children and their families.
24. Formulates and coordinates a Health Services Advisory Committee to provide services to Early Childhood children and their families.
25. Serves as program representative at regularly scheduled community meetings i.e. Chapter meetings, etc.
26. Maintains all required certificates: first aid, CPR, food handler's permit, NM Driver's License, physical exam, etc.
27. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
28. Performs other duties not listed herein within the scope of this position description and contemporaneous in their temporal assignment, as may be assigned by the immediate supervisor, employees within the chain of command and the Director of Early Childhood

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

BOARD APPROVED: 12/22/16

CERTIFICATION: "I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete accurate."

_____	_____
Employee	Date
_____	_____
Immediate Supervisor	Date