

BROKEN ARROW PUBLIC SCHOOLS  
Educating Today Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 4/20/22

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date

Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO  YES  
If yes, Technology Admin:

Leadership Team Member:

Funding Source:  Fund/Project  OCAS Coding

Consent  
 Action

Review and approve the contract between BAPS and TCCHD for the "It's All About Kids" program. This program is to incorporate movement while engaging the students throughout the school day in an effort to support overall academic success./ D. Blackburn

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

**AGREEMENT BETWEEN THE  
TULSA CITY-COUNTY HEALTH DEPARTMENT  
AND  
BROKEN ARROW PUBLIC SCHOOLS  
“IT’S ALL ABOUT KIDS PROGRAM”**

This Agreement (“Agreement”) is entered into between the Tulsa City-County Health Department, a political subdivision of the State of Oklahoma, referred to herein as “TCCHD,” and Broken Arrow Public Schools, a political subdivision of the State of Oklahoma, referred to herein as “School.”

1. **Agreement Purpose.** The purpose of the Agreement is to implement the “It’s All About Kids Program,” referred to herein as “Program,” in an elementary and intermediate school for the comprehensive school health program. The Program is for Pre- Kindergarten through grade 6 elementary school students to improve overall health and academic achievement of Tulsa County school-aged children in collaboration with students, parents, schools, and the community by aligning learning and health through comprehensive nutrition and health education. TCCHD will also provide technical assistance and/or professional development trainings to other schools in the district to offer information on health promotion and wellness as it relates to the Whole School, Whole Community, Whole Child Model.
2. **Agreement Term.** The Agreement will be performed commencing on July 1, 2022 and ending June 30, 2023.
3. **Program Goals.**
  - a. Program goals include:
    - i. Help students recognize and implement healthy eating patterns in their lifestyles while training parents and school personnel to support the students;
    - ii. Help students engage in regular physical activity; and
    - iii. Improve school attendance and performance and reduce behavioral referrals to the office.
4. **Positions Funded. Assigned.** Subject to receipt of funding, TCCHD will fully fund and provide a School Health Manager, School Health Supervisor, Part-time Nurse Consultant, Health Education and Promotion Specialist, and/or additional support staff, who will be employees of TCCHD.
  - a. The Nurse Consultant will work in coordination with the School nurse, and school personnel to ensure that all families eligible for Medicaid are enrolled and are accessing their primary care provider. The Nurse Consultant may assist with other components of the Program, such as, health education offerings, as requested.
  - b. The Health Education and Promotion Specialists and will be available to offer educational information and instruction in preventive healthcare and health promotion to schools in nutrition and physical activity. The Health Education and Promotion Specialists and can provide other topics on general health education.
  - c. The School Health Supervisor will work in cooperation with the school to provide support to the school’s counselor, nurse/health assistant, or community coordinator/communities in schools coordinator/parent facilitator to assist identified families connect with necessary health services or social services within the community. The School Health Supervisor will also work in coordination with school personnel to ensure that all families eligible for

Medicaid are enrolled and are accessing their primary care provider.

- d. Additional job duties include assisting uninsured/underinsured families to identify medical/dental health resources in the community and coordinating programmatic components for the school site. Job descriptions for the School Health Supervisor, Nurse Consultant, Health Education and Promotion Specialist, are attached to and incorporated into this Agreement as Exhibits "A", "B," and "C".
- e. The aforementioned employees will work in all of the elementary schools in the district under the supervision of the schools' principals and TCCHD and, will work with the schools to adopt an appropriate schedule.
- f. Other health professionals, some employed by TCCHD or interns, anticipated to aid in implementation of the Program include dietitians, child development specialists, psychologists, OU nursing students and outreach staff.
- g. The parties acknowledge that the Program, as implemented at each school, may look different due to varying allocations of resources and needs as identified by school principals and staff.
- h. In addition to funding the School Health Supervisor, Health Education and Promotion Specialist, and the Nurse Consultant, TCCHD will also provide program curriculum, program incentives and any other necessary program components.
- i. Expanded learning resources and programming are available if requested.
- j. Staff can provide professional development trainings on various topics such as: Action Based Learning, Teambuilding, Physical Education, Nutrition, Whole School, Whole Community, Whole Child (WSCC) model and/or other health education topics as requested.

5. **Supervision. Ultimate Control over Positions.** Program activities for which the School Health Supervisor, Health Education and Promotion Specialist, and the Nurse Consultant are responsible for will be coordinated through each school's administration. Program components, including handouts, incentives and presentation materials will be subject to the review and approval of the school.

- a. The Program is based upon the Center for Disease Control's Whole School, Whole Community, Whole Child Model with ten areas of focus including health education, physical education and physical activity, nutrition environment and services, health services, social and emotional climate, counseling, psychological and social services, physical environment, employee wellness, family engagement and community involvement.
  - i. Program development for the nutrition and healthy eating component will be coordinated with the Child Nutrition department at the district.
  - ii. Senior OU College of Nursing and OSU Nutrition students will assist in the delivery of the curriculum and will collaborate further by offering support at the evening parent events.
  - iii. The Health Services component of the Program is designed to ensure access or referral to primary health care services.
  - iv. Provide community resources to address referrals to improve the mental, emotional, and social health of students and families.
  - v. The Health Education component addresses the physical, mental, emotional and social dimensions of health (*i.e.* Life Skills, nutrition, oral health, and fitness information).

- vi. To address the Family Engagement/Community Involvement component, the Program follows an integrated school, parent and community approach for enhancing the health and well-being of students.
  - vii. IAK can participate in parent outreach events where the aforementioned components will be covered so the students can be supported and encouraged at home and throughout the school day, one which may be Literacy and Math nights at the schools throughout the year. The schedule is based on a first come, first served basis.
  - viii. As mentioned previously, various community members, members of the mandated Healthy & Fit Advisory Committee and members of the TCCHD will assist in various aspects of program planning and implementation. Community partners that are involved in school events are subject to approval by the School.
  - ix. Employee wellness will be offered with opportunities to participate in the program to improve their health as well
  - x. The ancillary services of the Program include a variety of services that address the physical, emotional and social conditions that affect the well-being of the students and staff.
  - xi. The IAK Program will be taking photographs and videos for use on its website, social media and presentations to give its audience a visual representation of the IAK Program. Parental consent includes permission to use photographs and video clips of students.
  - xii. If the IAK Program assists school in the development and implementation of an Action Based Learning Lab, School agrees to share unidentified student data with TCCHD.
- b. The School Health Supervisor, the Nurse Consultant ,and Health Education and Promotion Specialist, will be indirectly supervised by the principals of the elementary schools participating in the extended Program, but subject to the supervision by and reporting to, along with ultimate direction and control of TCCHD's School Health Manager, in the event of conflicting directions.
- i. TCCHD and School will collaboratively identify additional community resources to enhance the Program and will be represented jointly in publications.

6. **Responsibilities of School.**

- a. TCCHD is available to participate in meetings or programming that have a direct impact on program offerings.
- b. The "It's All About Kids" program now requires each school within the District wishing to partner with IAK to complete an IAK School Readiness Assessment. School agrees to accomplish this between May 1 and September 1 of each year.
- c. School agrees to provide adequate workspace for the Program to work independently and as deemed appropriate and similar to other school personnel
- d. Schools will agree to provide aggregate data on test scores, absenteeism rates, behavioral referrals or any other appropriate data to be used for overall evaluation of the Program.

7. **Consent Requirement:** Students or families receiving services from the Program Nurse Consultant or, School Health Supervisor must have parental or guardian consent to participate

in these components of the program. Pursuant to this Agreement, the Provider must ensure that the student's parent or guardian (or another person having legal authority to provide consent on behalf of the student) has provided written consent for the student to participate in the Provider's Program.

8. **Contact Persons.**

a. Designated contact persons for TCCHD include:

Charley Daniel  
School Health Manager, It's All About Kids Program  
Tulsa City-County Health Department  
5635 North Martin Luther King, Jr. Blvd.  
Tulsa, OK 74126  
Tele: 918/595-4084

b. Designated contact persons for Broken Arrow Public Schools will be the principal at each School.

9. **Evaluation of Program.** Evaluation of Program by TCCHD Health Data & Policy, as requested and as appropriate. School agrees to cooperate with TCCHD by making staff and information available as needed to attain a meaningful evaluation of Program. Evaluation of the Program will be conducted in cooperation with the District. Cross sharing of the data will be accomplished through reporting and publications of the findings. Schools will agree to share Fitness Gram, STAR, other related test scores, and/or data collected from the Action Based Learning (ABL) with TCCHD. Refer to 5a(xii) and 6d above.

10. **Amendments.** Any modifications or amendments to this Agreement shall be in writing, dated and executed by both parties.

11. **Non Discrimination.** The parties agree to the extent applicable to comply with Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375, Executive Order 11141, and as supplemented in Department of Labor Regulations (CFR Part 60) certifies that all services are provided without discrimination on the basis of race, color, national origin, creed, sexual orientation, political affiliation, age, sex, ability to pay or handicap. In addition, the parties certify compliance with the provisions of Titles VI and VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act 1973, the Age Discrimination Act of 1975, the Hatch Act, the Pro Children Act of 1994, Drug Free Workplace Act of 1988, the American with Disabilities Act of 1990, Title IX or the Education Amendments of 1972, 31 U.S.C. Section 1352, Public Law 105-78, and the Single Audit Act of 1984; as applicable.

12. **Relation of the Parties.** It is the express intention of the parties hereto that this Agreement shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability. The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The parties shall be responsible for acts and omissions to act of their respective officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act.

13. **Confidentiality of Protected Health Information ("PHI")**. Both parties agree to abide by the applicable provisions of the Health Insurance Portability and Accountability Act of 1990 ("HIPAA") requirements to:

- not use or further disclose PHI except as permitted in this Agreement or as required by law, and in such cases, disclose only the minimum necessary;
- protect and safeguard from any oral and written disclosure all confidential information, regardless of the types of media on which it is stored;
- use appropriate safeguards to prevent use or disclosure of PHI, unless required by law;
- make PHI needed for evaluations and treatments available to Provider; and
- except as otherwise limited in this Agreement, allow Provider to use or disclose PHI to perform the functions, activities and services for or on behalf of the District as specified in this Agreement, provided that such use or disclosure would not violate HIPAA provisions.

**BROKEN ARROW PUBLIC SCHOOLS**

By: \_\_\_\_\_  
President  
Board of Education

Date: \_\_\_\_\_

**TULSA CITY-COUNTY HEALTH DEPARTMENT**

Digitally signed by Reggie Ivey  
Ivey  
Date: 2022.03.28  
14:44:31 -05'00'  
By: \_\_\_\_\_  
Reggie Ivey, Chief Operating Officer  
Tulsa City-County Health Department

Date: \_\_\_\_\_

**Approved As To Form:**

Digitally signed by Chanteau Orr  
Chanteau Orr  
Date: 2022.03.28  
13:00:41 -05'00'  
By: \_\_\_\_\_  
Chanteau Orr, Legal Counsel  
Tulsa City-County Health Department

# Exhibit A

## Supervisor, School Health

1463

**GRADE:** 14  
**DIVISION:** ADOLESCENT & CHILD HEALTH – School Health/It's All About Kids Program (IAK)

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### **POSITION SUMMARY:**

Reporting to the manager of the It's All About Kids Program, the school health supervisor is responsible for supervising the "It's All About Kids" school health educators. This individual will act as a working supervisor and ensure coordination of the Whole School, Whole Community, Whole Child model in Tulsa County schools. Assists in the coordination of program planning and evaluation efforts for the It's All About Kids Program. The ideal employee should be detail oriented, have exceptional planning and scheduling and leadership skills, be highly effective in verbal and written communication and exemplify the THD Way.

### **PRINCIPAL DUTIES/RESPONSIBILITIES:**

The following functions represent the majorities of the duties performed by the position, but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises school health educators and interns associated with the IAK program to include performance evaluation, assignment of work responsibilities and recommendation of training and continuing education for staff.
2. Assists in the direction of planning, developing, implementing and evaluating programs and activities for the school health educators following the development of the Work Plan.
3. Supervise the coordination of work assignments among team according to workload.
4. Performs the duties of the school health educators and IAK staff when needed.
5. Assist in community & school presentations on health-related topics.
6. Prepares and/or facilitates the development and submission of IAK Program materials for publication on the IAK and THD website and newsletters as appropriate.
7. Supervises information put out on social media platforms to include Instagram, Facebook & Twitter. Implement & maintain School Needs Assessments to complete as a tool for IAK to tailor needs and streamline services per feedback from school staff, make changes as needed.
8. Maintain the school district contact list and oversee changes/updates in an effort to keep the list current.
9. Plan and coordinate partnership appreciation events throughout the year.
10. Ensure health educators are entering in data for the monthly, quarterly and annual reports as requested by Oklahoma State Department of Health as part of the School Health funding requirement.
11. Facilitate timely submission of paperwork required by THD to include T&E's, In-services, employee actions, leave requests, PMP's etc.
12. Attend internal and external collaboration meetings as appropriate.
13. Adheres to all contract deliverables under the Oklahoma State Department of Health as part of the MCH Contract, School Health funding requirement and work plan approved by OSDH.
14. Identifies and recommends potential grant opportunities and other proposals to support best practices in school health to ensure program sustainability.
15. Completes required internal training in support of duties and responsibilities of this position.

16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Baccalaureate Degree required in Public Health, Public Administration, Health or Administration, Health Education, Nursing, Political Science or related field with two to three years relevant experience. A Master Degree in Public Health, Public Administration, Health Administration, Health Education, Nursing or related field is preferred.

**Experience:** Three years of experience in healthcare or equivalent experience, with one to two years of experience in program development, coordination and evaluation. Health promotion experience preferred.

**Skills:** Highly motivated and capable of working independently while multi-tasking and working under deadlines. Excellent administrative and problem solving skills required, as well as excellent oral and written communication skills. Ability to meet with social, community and foundation leaders to develop resources. Familiar with personal computer; word processor; and spreadsheet, presentation, and database software.

**Licenses:** None.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with all Health Department divisions.
- External contact with the public and schools to give health information or make referrals.

**PHYSICAL EFFORT:** Reaching above shoulder height to adjust video equipment and reach supplies; stooping; and lifting boxes of materials weighing up to 30 pounds. Presenting information to various age groups.

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – Five (5) Health Education Specialists.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned computer hardware and software.

**Reports to** – School Health Manager.

**WORKING CONDITIONS:** No unusual working conditions.

**SPECIAL REQUIREMENTS:**

- Must maintain TCCHD record confidentiality according to HIPAA regulations.
- Must possess the ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary.

**FLSA Status:** Exempt



## Exhibit B

### ***Nurse Consultant – Temporary (Part-Time)***

**1218**

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**GRADE:** 12  
**DIVISION:** HEALTH PROMOTION & COMMUNITY ENGAGEMENT – School Health Program

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***POSITION SUMMARY:***

Primarily responsible for providing consultation/outreach activities in an elementary school setting to children, adults and families in order to facilitate access to primary and preventative care services and to refer them to specialized agencies for social service assistance; providing professional support to Tulsa Health Department's *It's All About Kids* program; coordinating transportation for children and their families to medical appointments with contracted transportation companies; establishing good relationships with parents and other school principals, teachers and personnel; and providing short-term case management as needed.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS:***

1. In coordination with participating schools, design and develop communication strategies to reach the target group of uninsured/underinsured children and families who are under-utilizing the health care system.
2. Ensure that the target group of uninsured children and their families are properly signed up and receiving health care benefits through Medicaid.
3. Assist in identifying any behavioral traits of the target population that may be barriers to receiving preventive and primary care and identify appropriate interventions to increase utilization of the health care system.
4. Coordinate transportation services through contracted transportation companies for scheduled medical appointments.
5. Assist in the implementation of the eight core components of the *It's All About Kids School Health* program to include involvement in morning assemblies, back to school nights, community health fairs, school functions, etc. (Must be available for occasional work outside of the normal work schedule as requested by the School Health Coordinator - mornings, evenings & weekends.)
6. Help disseminate programmatic materials and evaluative tools to school personnel, students and their families.
7. Secure information or materials needed to present educational programs; prepare speeches, lectures, and demonstrations on health-related topics; and operate audio/visual equipment in presentation of educational programs.
8. Work in concert with project staff and other health department programs, i.e. *It's All About Kids* Health Education, Child Guidance, Cx of Tulsa, and Outreach, to facilitate services in the schools.
9. Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.
10. Work with assigned health clerk, school nurse, principal and teachers to coordinate activities and services that will improve health outcomes for the populations served.
11. Coordinate collection of specific measurements in support of evaluation of program.
12. Complete required training in support of duties and responsibilities of this position.

13. Other duties as assigned, including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Associate degree in nursing with some public health nursing experience required; Baccalaureate degree in nursing or related field preferred.

**Experience:** History of working with school age children and their families is required. Experience in nursing, behavioral/mental health and social work a plus. Experience working on a multidimensional team.

**Knowledge & Skills:**

- Bilingual (Spanish/English) with a culturally diverse outlook preferred.
- Excellent interpersonal and good communication skills required to provide effective client counseling and obtain cooperation from clients who come from a wide range of economic, social, and ethnic backgrounds.
- Skills in collaborating with schools, agency staff and community resources.
- Excellent skills in planning and organization of multiple duties and coordination of major projects.

**Licenses:**

- Possession of a valid temporary or permanent professional nursing license issued by the Oklahoma State Board of Nursing required.
- Valid Oklahoma driver's license and reliable transportation.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Regular internal contact with school health coordinator and other school health staff.
- External contact with community agencies; and with Tulsa County School liaisons, school principals, teachers, parents and students.

**PHYSICAL EFFORT:**

- Reaching above shoulder height to adjust video equipment and reach supplies; stoop; and lift boxes of materials weighing up to 50 pounds.
- Must be able to stand for an extended period of time (60 minutes) in order to teach in various classroom settings.
- Must be able to perform basic motor movements such as walking from vehicle to building and occasionally climbing stairs.

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to – "It's All About Kids", School Health Manager

**WORKING CONDITIONS:**

Must be able to work outdoors in harsh (rain, snow, heat, etc.) weather conditions.

## ***Nurse Consultant – Temporary (Part-Time)***

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**1218**

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess the ability and willingness to perform job-related travel.

***FLSA Status: Non-Exempt***

# Exhibit C

## ***Health Education & Promotion Specialist***

**1273**

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**GRADE:** 12  
**DIVISION:** ADOLESCENT & CHILD HEALTH SERVICES  
School Health/It's All About Kids (IAK)

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***POSITION SUMMARY:***

Primarily responsible for guiding schools in the implementation of the Whole School, Whole Community, Whole Child (WSCC) model and developing, presenting and providing programs and interventions that promote school health and wellbeing to schools, staff, students, parents and community members.

***PRINCIPAL DUTIES/RESPONSIBILITIES:***

The following functions represent the majority of the duties and responsibilities of this position. All employees must maintain a commitment to the THD's mission, vision and strategic goals. This summary is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS (95% of Time):***

1. Secures information or materials needed to present educational programs; prepares speeches, lectures, and demonstrations on health-related topics; and operates audio/visual equipment in presentation of educational programs.
2. Promotes the Tulsa Health Department's educational programs to individuals in Tulsa County schools, and works with existing Health Department programs to promote health and education in schools.
3. Provides support to other IAK staff in preparation and presentation of programs.
4. Assists in implementation of the 10 Whole School, Whole Community, Whole Child (WSCC) components of the IAK School Health program.
5. Participates in before school, evening and weekend events including: Assemblies, School Functions, Community Health Fairs, Community Events, Coalition Meetings,, etc.
6. Plan, develop and implement prevention programs that include teachers, administrators, parents and students.
7. Plan, develop, and implement THD community cooking demonstrations for Tulsa County schools and residents.
8. Coordinates the scheduling of WSCC components among the various school sites within all school districts offering the IAK School Health program, while keeping the School Health Manager and School Health Supervisor informed of any concerns/problems.
9. Collaborates with school staff to develop effective prevention programming for students in an individual or group setting.
10. Provides professional development training for teachers and staff in Tulsa County (i.e., Incorporating Movement into Core Curriculum, WSCC model, Physical Education, Action Based Learning, Nutrition Education, etc.).
11. Recruits and sustains Expanded Learning programs. This will include finding new sites each year, facilitating and/or training the staff at each site, assisting in collecting data, and performing observations.
12. Offers support or guidance in administering group-standardized tests, such as Fitness Gram, in accordance with district testing program, as appropriate.
13. Assists in curriculum development as needed for the IAK School Health program.

## **Health Education & Promotion Specialist**

**1273**

14. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
15. Coordinates specific collection of program data to support the evaluation of the IAK program.
16. Participates in school committees such as the Healthy and Fit Advisory Committee or Safe and Healthy Schools to offer resources for WSCC components.
17. Completes required training in support of duties and responsibilities of this position.
18. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

### **SECONDARY JOB FUNCTIONS (NON-ESSENTIAL – 5% of Time)**

1. Assists and/or coordinates IAK School Health programming with other divisions.
2. Develops/designs educational materials and programs; and assists in design and production of professional and lay materials, such as posters, exhibits, leaflets, publications, and multimedia presentations.

### **QUALIFICATIONS / SPECIFICATIONS:**

**Education:** Baccalaureate degree in health education and promotion, child development, nutritional science, dietetics, public health or a related field is required. Current certification as a Certified Health Education Specialist through the National Commission for Health Education Credentialing, Inc. is preferred.

**Experience:** Experience in education, public speaking, program development, and communication skills preferred.

### **Knowledge & Skills:**

- Communicate effectively orally and in writing with diverse populations and age groups.
- Public speaking, including radio/television interviews.
- Public relations for promotion of the Health Department and its programs to schools and the community.

**Licenses:** Valid Oklahoma driver's license and reliable transportation.

### **INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with division chiefs, supervisors, and employees concerning IAK programming.
- External contact with the public to give health information or make referrals.

### **PHYSICAL EFFORT:**

- Reaching above shoulder height to adjust video equipment and reach supplies, stooping, and lifting boxes of materials weighing up to 30 pounds.
- Must be able to stand for an extended period of time (60 minutes) in order to teach in various classroom settings.
- Must be able to perform basic motor movements such as walking from vehicle to building and occasionally climbing stairs.

### **SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:**

**Direct Supervision** – None.

**Indirect Supervision** – None.

## ***Health Education & Promotion Specialist***

**1273**

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – School Health Manager or Supervisor.

**WORKING CONDITIONS:** No unusual working conditions.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform work-related travel.
- Must be available for occasional work outside of the normal office hours including mornings, evenings and weekends.

**FLSA Status:** *Exempt*