




ROLE OF THE DISTRICT HEALTH & WELLNESS COORDINATOR

Get Your Administrators on Board



At first glance, these may seem more like district-level roles and responsibilities than those related to supporting school health teams. Many of these are foundational tasks, necessary to set the stage for school health teams and build the District Health and Wellness Coordinator’s expertise and credibility.

 Roles & Responsibilities	 Tips for Success	 Resources
<p>Identify your supervisor and/or key decision-maker, and establish a working relationship. Develop agreements about how you will communicate, share information, and work collaboratively.</p>	<p>Agree on a schedule for regular meetings, and provide meeting topics/agenda in advance. After the meeting, send an email documenting meeting highlights, decisions, and action items with a timeline and person responsible.</p>	<p>Check out the following article from the Mayo Clinic: <i>Improve Your Supervisor Relationship and Reduce Stress</i>: www-cgi.cnn.com/HEALTH/library/WL/00049.html</p>
<p>Become familiar with the district hierarchy of leaders. Identify key players and supporters of the <i>Whole School, Whole Community, Whole Child</i> model.</p>	<p>Become acquainted with a district administrative assistant (or someone in a similar position) who knows the administrators and the best way to communicate with them.</p>	<p>District organizational chart; existing structures such as district and building accountability committees</p> <p><i>Whole School, Whole Community, Whole Child</i>: www.ascd.org/programs/learning-and-health/wsc-model.aspx</p>
<p>Concisely communicate current school health research and data to administrators at the district and school level (your district data coordinator or grant writer may be helpful).</p> <p>Have local data available and be prepared to discuss success stories and practical strategies that relate to your district. Demonstrate the alignment of health and wellness to district priorities.</p>	<ul style="list-style-type: none"> • Write and practice a short “elevator speech” with compelling information that can be communicated in 1–2 minutes. • Address the priorities and passions of the audience. • Be visible enough that key administrators can put a name to your face. • Establish yourself as the “go-to” person for school health information and resources. • Use language that relates the mission and vision of school health to the mission and vision of the district. 	<p>Healthy Kids Colorado Survey: www.chd.dphe.state.co.us/topics.aspx?q=Adolescent_Health_Data</p> <p>State and Federal Legislation for School Health and Wellness: www.coloradoinitiative.org/resources/state-federal-legislation-school-health-wellness/</p> <p>The Colorado Health Report Card: www.coloradohealth.org/report_card.aspx</p>
<p>Meet with key district administrators prior to the beginning of the school year (one-on-one or as a group).</p>	<p>Send out a written agenda in advance. Establish yourself as credible, competent, and passionate. Ask supportive principals and/or other administrators to help you plan the meeting. Put them on the agenda to appeal to their peers.</p>	<p><i>Travel Guide: Making Meetings Matter</i></p>
<p>Attend key meetings in the district and community to increase credibility, recognition, and opportunities where health and wellness can overlap.</p>	<p>Intentionally look for ways that the school health and wellness efforts can coordinate with and influence community health and wellness efforts. Carry the message that you are there to support and help however you can.</p>	<p><i>Travel Guide: Carpooling With Your Community Partners</i></p> <p>LiveWell Colorado, Healthy Schools: livewellcolorado.org/healthy-schools</p>



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Identify Leaders for the School Health Team



 Roles & Responsibilities	 Tips for Success	 Resources
<p>Work with administrator(s) and other school staff to identify school health champions who might become co-leaders.</p>	<p>Create an information sheet with a draft co-leader “job description” along with the role and expectations of the school health team. Include resources available to teams and co-leaders. If the administrator is creating a roadblock, find other informal leaders in the school.</p>	<p>Mile Marker 2 in the School-level Roadmap Travel Log: Who’s Driving?</p>
<p>Meet with Business Office/Human Resources to clarify options for substitute and/or stipend pay for co-leaders and team members.</p>	<p>After this meeting, document the protocols and procedures regarding stipend pay, supplemental pay, and substitute pay. Explore options for recertification hours and professional development.</p>	<p>Internal district protocols and procedures, district professional development protocol.</p>
<p>Acquaint yourself with the specific protocols of different school buildings.</p>	<p>Familiarize yourself with school calendars, teacher schedules, security protocol, office codes, building access, building layout, etc.</p>	<p>School websites</p>
<p>Convene informational sessions about the <i>Whole School, Whole Community, Whole Child</i> model with potential co-leaders.</p>	<p>Be prepared to share information about roles, responsibilities, time commitment, and business office procedures.</p>	<p><i>Whole School, Whole Community, Whole Child</i>: www.ascd.org/programs/learning-and-health/wscc-model.aspx</p> <p>Engaging Youth Teams to Further School Wellness video: www.coloradokaleidoscope.org/Gallery-Detail/id/161/v/2/Engaging_Youth_Teams_to_Further_School_Wellness</p>
<p>Convene informational sessions about the <i>Whole School, Whole Community, Whole Child</i> model for administrators and stakeholders.</p>	<p>Tailor your handouts to the audience (e.g., school board, parents, community partners). Utilize existing meetings whenever possible.</p>	<p><i>Best Practices Guide for Healthy Schools</i>: www.coloradoinitiative.org/resources/healthy-schools-best-practices-guides/</p>
<p>Once co-leaders are confirmed, meet with them to finalize roles and responsibilities and anticipated grant timelines.</p>	<p>Invite a successful co-leader from another school to meet with new co-leaders and possibly become a mentor.</p>	<p>Mile Marker 2 in the School-level Roadmap Travel Log: Who’s Driving?</p>
<p>Present benefits and process of the <i>Whole School, Whole Community, Whole Child</i> model at a staff meeting early in the year; provide handouts.</p>	<p>Make yourself visible and available to answer questions about <i>Whole School, Whole Community, Whole Child</i>. During professional development days, schedule time for the school team to provide information and updates.</p>	<p>Join RMC Health’s Healthy Schools Successful Students Facebook Group at www.facebook.com/groups/MYHSSS/ to get ideas from other coordinators about using professional development days for health and wellness efforts.</p>






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Assemble a School Health Team



 Roles & Responsibilities	 Tips for Success	 Resources
<p>Work with administrator(s) and co-leaders to identify potential team members.</p>	<p>Ensure that the school health team has equal status with other staff committees (e.g., math, literacy). Make the school health team an optional extra-duty committee choice for all staff members.</p>	<p>Mile Marker 3 in the School-level Roadmap Travel Log: Rules of Engagement—use the matrix to remind administrators and staff of the ten components of <i>Whole School, Whole Community, Whole Child</i>.</p> <p><i>Whole School, Whole Community, Whole Child</i>: www.ascd.org/programs/learning-and-health/wsc-model.aspx</p>
<p>Schedule time with co-leaders to support them in their team recruitment efforts.</p>	<p>Encourage additional staff beyond those who represent the ten components (e.g., custodian, librarian, administrative assistant, bus drivers, others) to join the team.</p>	<p>Use template in Mile Marker 3 of the School-level Roadmap Travel Log: Rules of Engagement to provide a written statement of team purpose, initial objectives, frequency of meetings, etc.</p>
<p>With co-leaders, establish a system for keeping team members and administrators up-to-date (agendas, meeting minutes, action plans, successes, etc.).</p>	<p>It's important to keep everyone in the loop and encourage participation throughout the school year.</p>	<p><i>Travel Guide: Making Meetings Matter</i> has a template for notes that could be shared after meetings.</p>
<p>With co-leaders, meet with PTO/PTA in late summer or early fall to recruit parent champions and school health team members.</p>	<p>If allowable, e-blast a health/wellness interest survey to parents. You could also promote the survey on the district website and Facebook page. Find out if this could be tied in with other paperwork required of parents at the beginning of the school year.</p>	<p>District PTO/PTA meetings</p> <p>Parents for Healthy Kids: www.actionforhealthykids.org/what-we-do/programs/parents-for-healthy-kids</p>






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ROLE OF THE DISTRICT HEALTH & WELLNESS COORDINATOR

Conduct an Assessment of Your Current School Health Efforts

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4

 Roles & Responsibilities	 Tips for Success	 Resources
<p>Review grant requirements and/or get district guidance to determine which assessment to use.</p>	<p>Keep administrators informed of all steps in the assessment process. Encourage their participation.</p>	<p>Mile Marker 4 in the School-level Roadmap describes the two most commonly used assessments in Colorado and gives links to their websites.</p>
<p>Familiarize yourself thoroughly with the questions and process of your selected assessment.</p>	<p>Practice taking the assessment and be prepared to answer detailed questions about the questions and process. Talk with coordinators or co-leaders who have previously completed this assessment and ask what worked and what they would do differently.</p>	<p>Healthy School Champions Score Card: www.healthyschoolchampions.org/score-card</p> <p>School Health Index: www.cdc.gov/healthyyouth/shi</p>
<p>Work with co-leaders to determine a plan and timeline for completing the assessment.</p>	<p>Include parents, students, community members, and other staff as appropriate.</p>	<p>Mile Marker 4 in the School-level Roadmap Travel Log: Figuring Out Where To Go</p>
<p>With co-leaders, meet with entire team before the assessment begins to explain the rationale, the process, and how results will be used.</p>	<p>Be able to articulate the benefits of doing the assessment and how the results will be used to establish or maintain a school health and wellness culture.</p>	<p>The Healthy School Champions Score Card and School Health Index (listed above) have information that can be used as handouts or resources.</p>
<p>Be available to answer questions during the period of time that the assessment is being completed.</p>	<p>Discuss assessment results and reflect on the assessment process with the school health team and co-leaders. This may require extra meeting time and sub pay as the team begins prioritizing and writing a School Health Improvement Plan.</p>	<p>Frequently asked questions and answers are on these websites: Healthy School Champions Score Card: www.healthyschoolchampions.org/score-card/faqs</p> <p>School Health Index: www.cdc.gov/healthyyouth/shi/faq.htm</p>

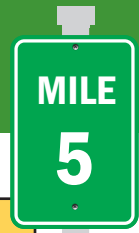





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ROLE OF THE DISTRICT HEALTH & WELLNESS COORDINATOR

Identify a Priority for the School Health Improvement Plan (SHIP)



 Roles & Responsibilities	 Tips for Success	 Resources
<p>Learn the priority-setting process in the School-level <i>Roadmap</i> and become comfortable enough to teach it to others.</p>	<p>Practice using the priority-setting process with real or sample data from your selected assessment.</p>	<p>Mile Marker 5 in the School-level Roadmap <i>Travel Log: What's Our Priority This Year?</i></p>
<p>Become thoroughly familiar with best practices in all ten components of the <i>Whole School, Whole Community, Whole Child</i> model. Be prepared to share best practices that align with the identified priority area.</p>	<p>Provide best practices resources to the co-leaders in every school implementing <i>Whole School, Whole Community, Whole Child</i>. Make copies available to interested administrators. Highlight best practices that align with district policy and/or the selected priority area. Identify what schools are already doing that represent best practices.</p>	<p>Colorado Education Initiative (CEI) <i>Best Practices Guide for Healthy Schools</i>: www.coloradoinitiative.org/resources/healthy-schools-best-practices-guides/</p> <p>CDE Best Practices and Policies web page: www.cde.state.co.us/healthandwellness/csh_best_practices</p> <p>Best Practices and Policies: www.cde.state.co.us/healthandwellness/csh_best_practices</p>
<p>Demonstrate the priority-setting process to co-leaders before having the team set a priority.</p>	<p>Understand that the priority that you identify in your practice session may not be the one that the team selects.</p>	<p>Use actual data from your assessment to practice the priority-setting process.</p>
<p>Assist the co-leaders in convening a team meeting to go through the priority-setting process; help facilitate as needed.</p>	<p>Invite administrators to join this meeting and participate in priority-setting. This will ensure that there is approval for the selected priority. Tie the identified priority to district/school definitions of academic success. Remind the team to make decisions based on data, not passion.</p>	<p>Provide Mile Marker 5 in the School-level Roadmap <i>Travel Log: What's Our Priority This Year?</i> as a handout during the meeting. Also provide copies of the assessment results/summary.</p>

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Identify a Priority for the School Health Improvement Plan (SHIP)



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Write a School Health Improvement Plan (SHIP)

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6

 Roles & Responsibilities	 Tips for Success	 Resources
<p>Become familiar with the School Health Improvement Plan (SHIP) format. Review successful SHIPs from other schools/districts.</p>	<p>New co-leaders may need extra assistance during this Mile Marker. Be available to answer questions and help co-facilitate as requested. Expect that co-leaders will struggle the first time through a SHIP, and accept that it won't be perfect. Provide guidance without taking over the process. Keep the team focused on best practices throughout the entire process of writing a SHIP.</p>	<p>Coming Fall 2014: Samples of Exemplary SHIPs: www.rmc.org/destination</p> <p>RMC Health SHIP Template and Checklist: www.rmc.org/destination</p>
<p>Practice writing SMART objectives for different component areas until you become proficient.</p>	<p>Use the RMC Health Healthy Schools Successful Students Facebook Group to ask other coordinators for exemplary SMART objectives from their teams.</p>	<p><i>Travel Guide: Using Data to Drive Decisions, pages 2-3.</i></p> <p>Best Practices and Policies: www.cde.state.co.us/healthandwellness/csh_best_practices</p>
<p>Review with co-leaders:</p> <ul style="list-style-type: none"> • Process of writing a SMART objective and SHIP. • Importance of including data collection action steps. • Amount of budget available as well as district budget process and guidance. 	<p>When writing the SHIP, consider how this one-year plan can have an impact in subsequent years.</p>	<p>Provide samples of exemplary SHIPs to co-leaders.</p> <p><i>Travel Guide: Using Data to Drive Decisions</i></p> <p>RMC Health SHIP Template and Checklist: www.rmc.org/destination/</p>
<p>Be available to assist co-leaders and teams the first time they are writing a SHIP. Provide an electronic SHIP template to use as a working document.</p>	<p>Consider convening a joint co-leader meeting during the SHIP writing process. Co-leaders can share ideas, and you could provide technical assistance to the group.</p>	<p>Join RMC Health's Healthy Schools Successful Students Facebook Group at www.facebook.com/groups/MYHSSS/ to get ideas from other coordinators about planning co-leader meetings.</p>
<p>Review all SHIPs; provide input and suggestions for improvement.</p>	<p>It will take time to do this review effectively; set aside a considerable block of time.</p>	<p>RMC Health SHIP Template and Checklist: www.rmc.org/destination/</p>
<p>Help co-leaders develop a plan to present the SHIP to the rest of the staff, the Accountability Committee, and other interested stakeholders.</p>	<p>Utilize the district website and/or Facebook page to highlight the SHIPs. Consider using Google docs or other electronic tools that are easily shared with others.</p>	<p>Look at other district websites to see how they have highlighted SHIPs.</p>



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Implement the School Health Improvement Plan

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7

 Roles & Responsibilities	 Tips for Success	 Resources
<p>Provide examples of success stories and encourage co-leaders to write and share success stories throughout the entire school year, not just at the end.</p>	<p>Writing the success story throughout the year helps the team celebrate small steps and remember what worked and what hindered progress.</p>	<p>Healthy Schools Successful Students, Success Stories: www.rmc.org/success</p> <p>Healthy School Champions Score Card, Champions Showcase: www.healthyschoolchampions.org/champion's-showcase</p> <p><i>Travel Guide: Getting Others to Notice and Support Your Efforts</i></p>
<p>Check in monthly with co-leaders to monitor SHIP implementation and budget/spending.</p>	<p>Help the team find appropriate ways to tie the budget to their School Health Improvement Plan action steps. Keep their spending on track.</p>	<p>Involve the school or district budget personnel as appropriate.</p> <p>Coming Fall 2014: Healthy Schools Successful Students Spending Solutions: www.rmc.org/destination</p> <p>Best Practices and Policies: www.cde.state.co.us/healthandwellness/csh_best_practices</p>
<p>Schedule a joint co-leader meeting to debrief the year, identify areas of change necessary, and celebrate success.</p>	<p>Be prepared to share successes from other schools/districts, and the impacts they are having.</p>	<p>Healthy Schools Successful Students, Success Stories: www.rmc.org/success</p> <p>Healthy School Champions Score Card, Champions Showcase: www.healthyschoolchampions.org/champion's-showcase</p> <p><i>Travel Guide: Making Meetings Matter</i></p>
<p>Assist in identifying new co-leaders as necessary.</p>	<p>Use RMC Health's Healthy Schools Successful Students Facebook Group to get co-leader job descriptions from other coordinators. Revisit the co-leader job description and revise as necessary. Make the revised job description available to interested persons.</p>	<p>Revisit Mile Marker 2 in the School-level <i>Roadmap</i> for a sample list of co-leader responsibilities.</p>
<p>Review team membership and identify changes for next year.</p>	<p>Invite potential new team members to end-of-year meetings and celebrations.</p>	<p>Revisit Mile Marker 3 in the School-level <i>Roadmap</i> for information on assembling a school health team.</p> <p><i>Travel Guide: Creating a High Performing Team</i></p> <p>Exploring the Guidebook (<i>Carpooling and Teams</i>) webinar: www.rmc.org/destination/destination-resources</p>

