

Directive to Administrators (Specify which administrators) All Elementary Administrators		WAD (Wednesday) Publication Date August 20, 2014	WAD Notice (Number)	No. of Pages 1 of 3
WAD Title (Limit to 4-6 Words) Elementary Health Advocate (Job Description and Application)			Date Due (if applicable) 09/15/14	Not Applicable After this Date: Open
From: Kim Coates (Cabinet member or approved by one below)	Title: Executive Director, School Health Programs	Signature:	Telephone: 242-2615	
Inform:				
<input checked="" type="checkbox"/> Certified Staff <input type="checkbox"/> Classified Staff <input type="checkbox"/> Parents <input checked="" type="checkbox"/> Post on Bulletin Board Other _____				
Administrative Directive				
<p>WHAT: Elementary School Health Advocate serves a critical function as a promoter and role model of health and wellness to students, teachers, staff, and families. This position is for the 2014-15 school year.</p> <p>WHO: Elementary Certificated Staff</p> <p>WHY: Health Advocates collaborate with School Health Programs to provide resources, updated health education information, and professional development opportunities for their schools.</p> <p>HOW: Read the attached job description and then complete the application. Remember to have your principal sign the application form. <i>Please apply even if you have been the Health Advocate in previous years.</i></p> <p>WHERE: Health Advocate meetings will be held at School Health Programs, (1515 Quintara Street at 24th Avenue)</p> <p>WHEN: Application for the Health Advocate position is due September 15, 2014. Quarterly meetings are scheduled on Wednesdays between 4:00 p.m. and 6:00 p.m. The first meeting is Wednesday, September 17, 2014.</p>				
<i>Approved</i>	Cabinet Member: Kevin Truitt	Title: Associate Superintendent, Student, Family and Community Support Department	Signature:	
SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)				

Elementary School Health Advocate

Job Description

- Attend 4 meetings* facilitated by School Health Programs staff. The meetings will be held on **Wednesdays** from **4 p.m. - 6 p.m. Tentative dates** are as follows: **09/17/14, 11/05/14, 01/28/15, and 04/08/15**. Location will be School Health Programs Office.
- Coordinate and/or facilitate and document a minimum of two (2) Health Awareness Events.
Choose one from each grouping:
 1. ▶ Be Drug Free (Red Ribbon Week) - October
 - ▶ Violence Prevention - November
 - ▶ HIV/AIDS prevention - December
 - ▶ Educational theater event such as “Bunnies Tale/Dos Rappers”, “Get Real”, “The Best Me”, “Peace Signs”
 2. ▶ Build Friendships and Healthy Relationships - January
 - ▶ Physical Activities Awareness - February
 - ▶ Nutrition Awareness - March – could include dental poster contest
 - ▶ Gay Pride - April
- Function as a resource for faculty regarding Comprehensive Health Education Policy including parent notification materials, make available the district approved list of Health Education Speakers, and other health-related policies
- Teach the current evidence based curricula, *Too Good for Drugs, Too Good for Violence, Healthy Classrooms Healthy Schools*, and share expertise with colleagues
- Present health related information to school site staff at staff meetings every other month to inform them of health programs in the school and to distribute health information, curriculum and in-service materials as needed and/or provided by School Health Programs
- Conduct, facilitate or participate in a minimum of one parent/caregiver meeting related to health issues
- Coordinate at least 1 site meeting to support teachers (K-5) with health education materials: *Healthy Classrooms Healthy Schools, Too Good for Violence, Too Good for Drugs, Tell Me About AIDS, Actions for Health, LGBTQ Family Diversity lessons*, videos and library books purchased for health education and any other supplemental curricula
- Attend and encourage staff attendance at district-wide Health Education Professional Development sessions

Administrative Duties:

- Use online activity logs to document all meetings and events/activities. Advocates are expected to complete a minimum of **15 hours** outside of the school day, plus the meetings. The **\$500 stipend**** is contingent upon completion of required activities and documentation. **\$40.00 will be deducted for each missed Health Advocate meeting.**
- Publicize all Health related events/activities on site via bulletins, posters, newsletters, and announcement
- Conduct or coordinate student, family and staff surveys and needs assessments (e.g., Coordinated Program Monitoring – CPM Tool, California Healthy Kids Survey) as needed by site or district
- Support implementation of the school’s Balanced Scorecard, in collaboration with the School Site Council

Documentation of these responsibilities needs to be submitted electronically in a timely manner – \$500 stipend is dependent on meeting attendance and documentation submission. Partial stipends will be paid to those who do not complete all role responsibilities. **Changes may be necessary as the 2014-15 school year begins.**

**2014 – 2015 APPLICATION
ELEMENTARY SCHOOL HEALTH ADVOCATE
SCHOOL HEALTH PROGRAMS**

Name _____ Employee ID# _____
(as it appears on payroll)

School _____

Position/Grade level _____

E-mail address _____

Home mailing address _____ City _____

Zip Code _____ Home/Cell Phone Number _____

I have read and understand the job description of the Elementary School Health Advocate position. I agree to complete the required activities and documentation. I will promote School Wellness and model healthy choices.

I am a _____ new Advocate/ _____ returning Advocate (please check one).

Please state briefly why you are qualified and interested in this position.

Signature of applicant _____

Administrative Support:

I recommend and will support _____ for the position of Elementary Health Advocate. I understand meeting attendance is a requirement.

Administrator Signature

Date

Thank you for your interest in the Health Advocate Program.

Please return this form by September 15, 2014 to:

**School Health Programs
1515 Quintara St., S.F., CA 94116
FAX: 242-2618
Attention: Martha Adriasola/Donna Gurr**