

## **Union Public Schools Job Description**

**Position Title:** Health Education Specialist - REACH  
**Department:** REACH Program, Various sites  
**Reports To:** Site Principal

**FLSA Designation:** Exempt (12-Month)

**SUMMARY:** Provides education, individual counseling and case management on sexuality, emphasizing sexual literacy, puberty, decision-making, body image, abstinence, and roles and relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Teaches sexuality education in a group setting, grades 7 and 9.
- Provides confidential individual sexuality education counseling as needed, grades 7 - 12.
- Refers and case manages with mental health specialists to ensure comprehensive and continual care.
- Be familiar with and provide referrals to other community-based services as needed.
- Maintains confidential and secured recording of student services.
- Collaborates with colleagues across grades and components to facilitate integrated learning.
- Designs, plans and facilitates summer and after-school activities as required.
- Submits quarterly program outlines and plans.
- Attends ongoing meetings and trainings.
- Works, on occasion, irregular or extended hours.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal and/or Reach program leadership.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Masters degree preferred.
- Coursework in human sexuality or public health preferred.
- Two or more years experience as an adolescent sexuality educator and/or counselor preferred.
- Two or more years of urban teaching or youth development experience preferred.
- Bilingual Spanish/English is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Oklahoma Teachers' License preferred.

**OTHER SKILLS AND ABILITIES:** *Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to*

*perform duties with awareness of all District requirements and Board of Education policies, along with the following expectations:*

- Demonstrates ability to provide engaging instruction.
- Demonstrates dedication to working with youth
- Maintains long-term engagement and communication skills with students in middle and high school.
- Results-driven educator with experience in, and commitment to, standards-based curriculum and the use of data and assessments to drive instructional decisions.
- Demonstrates ability to work with students of a variety of abilities, including those with special needs and low skill levels in a heterogeneously grouped classroom setting.
- Possesses a proven ability to work well with families and community members.
- Technologically proficient with a basic understanding of data input, management and analysis.
- Maintains professional demeanor, strong work ethic, and results-driven work style, with excellent organizational skills.
- Has the ability to prioritize, multi-task, collaborate, and lead by example.
- Commits to providing holistic, comprehensive and age/stage appropriate sexual and reproductive health education.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is frequently required to work, stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Some driving is required.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.