



**POSITION DESCRIPTION**

<b>JOB TITLE: Asthma Education Specialist</b> Job Class: 5119		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Various	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> MTEA		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Assist the District and targeted schools to evaluate the current needs of the District and targeted schools.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Assist the District to develop policies and supports for schools to provide a safe caring environment for asthmatic students.
2. Coordinate with school Principles, Coordinated School Health Teams and school nurses to make certain that;
  - Individual students have written asthma action plans.
  - All students with asthma have access to needed medication.
  - All students with asthma receive education on asthma management, proper use of medication and emergency response.
  - Targeted schools follow district policy in emergency response for respiratory emergencies.
  - Targeted schools have a referral system in place to aid parents of students without a primary care provider and coordinated school based counseling.
  - Targeted schools work to provide an environment that reduces asthma triggers.
  - Provide opportunities for in services for families of students with asthma.
3. Provide asthma education to school staff at targeted schools.
  - Entire schools staff is trained in recognizing asthma symptoms, asthma management and policy in emergency response for respiratory emergencies.
  - Support access to smoking prevention and cessation programs to the school.
  - Work with the Physical Education Asthma Educator to education physical education teachers in asthma symptoms, asthma management during activity and following district policy in emergency response for respiratory emergencies.
  - Evaluate, revise and implement asthma education into MPS high school health education curriculum.
  - Work with health and science curriculum coordinators to develop science lesson plans to support asthma education in health classes and the schools in general.
  - Arrange for student field trips to Children's Health Education Center for Asthma lessons.

4. Submit a yearly budget.
5. Order supplies and program materials.
6. Work with relevant community based and medical based organizations to collaborate in helping students and families better manage asthma symptoms.
7. Coordinate speaking engagements with community leaders to develop plans to educate the community.
8. Coordinate a process so that a group of secondary students become peer educators and create and deliver information to younger asthmatic students on managing their condition.
9. Involve the peer educators in the process of assessing and implementing the school and district asthma policy and asthma initiatives.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision by the Office of Wellness and Prevention Curriculum Specialist.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None.

**JOB 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Bachelor's degree. DPI Educators License (one of the following licenses preferred; 530, 860, 910, 50, 62, or 75). National Asthma Educator certification or ability to obtain certification within one year. Must have a valid drivers license authorizing operation of a motor vehicle in the State of Wisconsin. Properly insured personal vehicle for job related travel.

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**