

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

OHPEP Coordinator Operating Code  
Approved 4-14-18

- I. NAME: Outstanding Health and Physical Education Coordinator
- II. PURPOSE:  
Coordinate professional development workshops advocating quality programming in health and physical education for the Commonwealth of Virginia.
- III. ORGAINZATION:  
The OHPEP Coordinator shall:
  - A. be selected by an adhoc search committee pending approval by the Board of Directors.
  - B. serve a three-year term with the opportunity to be reappointed by the Board of Directors.
  - C. be SHAPE America and VAHPERD member.
  - D. be evaluated on an annual basis.
  - E. be given 30 days notice if terminated by the Board of Directors.
  - F. give 30 days notice if resigning.
  - G. be paid a stipend for services rendered.
- IV. RESPONSIBILITIES:  
The OHPEP Coordinator shall:
  - A. create and distribute communications to promote professional development offerings for each of the VAHPERD Regions and at the annual Convention.
  - B. schedule presenters for all OHPEP workshops based on location, date, time, and activity
  - C. maintain a database of all presentations, presenters, and organization contacts
  - D. manage all documentation related to the program including reimbursement forms, evaluations, handouts, and invoices
  - E. purchase and distribute promotional items and incentives to presenters to give to staff participants
  - F. provide invoices to participating organizations
  - G. send letters of appreciation to presenter's administrators
  - H. provide an annual report to Board of Directors referencing data collected by Coordinator, under responsibilities identified above (C.-F.).
  - I. develop revenue-generating strategies with approval of the Executive Committee.
  - J. coordinate presentations for the annual Convention from OHPEP, professional development workshops.

## OHPEP COORDINATOR Position Description

### SKILLS REQUIRED:

1. In depth knowledge in a spectrum of teaching styles and in all areas of wellness and physical activity.
2. Skillful in word processing, presentation formats, handouts and other technological tools.
3. Knowledge of pedagogy, spectrum of teaching styles and management strategies
4. Effective managerial and organizational skills.
5. Ability to use up to date technology

### COMMITMENT:

1. Professional development workshops in affiliation with VAHPERD
2. Promotion of the principles of best practices
3. Provide leadership and training in designing or developing quality health and physical education programs in Virginia.
4. Submit a report for board meetings
5. Attend to all descriptors stated in the job description for OHPEP Coordinator.

### RELATIONSHIPS:

1. Inquire program/presentation needs of VAHPERD Division VP's when coordinating presentations for annual Convention.
2. Work with Journal Editor and Newsletter Editor for promoting professional development workshop opportunities and communicating to membership how OHPEP can assist practitioners with improving their health and physical education programs.
3. Work with City/County Supervisors relative to communicating professional development workshops and needs assessment for school districts in Virginia.
4. Work with the Executive Committee as to the tenor, nature and content of each issue that may arise.

### JOB DESCRIPTION:

1. Hold membership in SHAPE America and VAHPERD
2. Plan and schedule the presenters for each OHPEP workshop based upon location, date, time and activity.
3. Manage all documentation related to the program including reimbursement forms, evaluations, handouts, and invoices.
4. Coordinate with Virginia City/County Supervisors for promotion and scheduling of professional development workshops and arrangements for audio visual needs of presenters, provisions of equipment and materials, etc. as well as contact School District by following-up on the confirming arrangements for scheduled OHPEP workshop.
5. In conjunction with the Virginia schools hosting OHPEP Regional OHPEP workshops, determine the location of registration if applicable.
6. Secure revenue generating activities such as advertisements in programs and handouts presenters may distribute at OHPEP workshops as well as annual State, District and National conventions.

7. Develop, maintain, and update database of all presentations, presenters, and organization contacts, participating organization's invoices, pertinent information as related to VAHPERD.
8. Submit budget recommendations to the Executive Director before March 1<sup>st</sup> and maintain the financial record providing an annual report to the Executive Director in prep for the Board of Directors.
9. Work with newsletter and journal editors to make sure promotional opportunities, presentation forms and registration forms (if applicable), are included in appropriate issues.
10. Make arrangements to have promotional materials to be displayed at a booth in the exhibitors hall at the National and Southern District conventions for distribution of workshop opportunities, listing of content areas available at OHPEP workshops, etc.
11. Supply substitute presenters when unforeseen situation occurs for original presenter.
12. Coordinate correspondence letters of appreciation to the OHPEP presenter's Administrators after OHPEP workshop.

#### EVALUATION:

The Executive Committee will evaluate the OHPEP Coordinator on an annual basis using the "responsibilities" and "job description" criteria. Evaluation forms will be completed by the Executive Committee Members and submitted to the Executive Director. The Executive Director, a representative of the Executive Committee, will share both behaviors that are strong and those needing improvement. The written assessment will occur during the month of June. The option of a one-on-one discussion of the assessment will follow the July Board of Directors meeting and will include the OHPEP Coordinator and the Executive Director.