

THE SCHOOL POLICY COORDINATOR

The Tobacco-Free School Policy Partner will designate a School Policy Coordinator who will build and maintain relationships with schools to support the development and implementation of a tobacco-free school policy and related procedures.

The School Policy Coordinators are part of the statewide comprehensive Tobacco Control Program (TCP). As such, they bring to schools their expertise in tobacco control and ability to facilitate the policy change process. They maintain and strengthen this expertise by:

- ◆ Attending monthly Area/Regional TCP meetings and trainings;
- ◆ Participating in development and implementation of Area and Regional Action plans;
- ◆ Participating in statewide initiatives.

When working with schools, the role of the Coordinator is to:

- ◆ Obtain an agreement, or Memorandum of Understanding, from the school outlining the school's commitment to the development of a Tobacco-Free School Policy.
- ◆ Work closely with the School Liaison and act as a resource, providing technical assistance to the Liaison throughout all the activities in developing and implementing a Tobacco-Free School Policy and Implementation Plan.
- ◆ Provide the School Liaison with tools, samples, and other resources and technical assistance on how to use them.
- ◆ Provide TCP required evaluation tools and technical assistance to facilitate their usage.
- ◆ Foster linkages with other partners and allies in the community.
- ◆ Celebrate successes.

The School Coordinator does NOT:

- ◆ Run the Committee meetings
- ◆ Do the work of the Liaison or the Committee (the Coordinator facilitates the process through technical assistance and consultation, but does NOT do the work for them).
- ◆ Provide classroom curriculum or other educational materials for use in schools.
- ◆ Pay for classroom instruction in schools.
- ◆ Provide direct cessation services to tobacco users.