

Sex Education/Reproductive Health Program Leadership Functions and Responsibilities Worksheet

Michigan School Code identifies the following two leadership roles related to the sex education/reproductive health program in intermediate school districts, traditional school districts, and public school academies (hereafter called "districts").

Sex Education Supervisor *A program of instruction in reproductive health shall be supervised by a registered physician, a registered nurse, or other person certified by the state board as qualified. §380.1506(1)*

Advisory Board Co-Chairs *The board of a school district...shall appoint 2 co-chairs for the advisory board, at least one of whom is a parent of a child attending a school operated by the school district. §380.1507(5)*

This document will help districts review the leadership functions and to ensure that key roles and responsibilities are being fulfilled.

Content Knowledge	
1. Has knowledge regarding state laws on HIV and sex education, the <i>State Board Policy to Promote Health and Prevent Disease and Pregnancy</i> , and the state standards including the <i>Grade Level Content Expectations (GLCEs)</i> and <i>Michigan Merit Curriculum Credit Guidelines for Health Education</i> .	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Has knowledge regarding curriculum and alignment issues and how the HIV/STI and sex education curricula fit into the health education and overall K-12 curriculum.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Has knowledge regarding effective HIV/STI and sex education programs, including a focus on skills-based instruction.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Liaison Roles	
1. Serves as the liaison to the Michigan Department of Education HIV/STD Education Consultant.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Serves as the liaison to the ISD/RESA Regional School Health Education Coordinator.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Serves as the liaison between the Sex Education Advisory Board (SEAB) and the district administration.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
4. Serves as the liaison between the SEAB and parents in the community through regular communications summarizing the SEAB process.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Ensuring Policies and Procedures within the District	
1. Selects leadership roles for the sex education program including the sex education supervisor and committee co-chairs.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____

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2. Selects new members for the SEAB for school board approval.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Communicates the legal roles and responsibilities related to sex education to all teaching staff as well as changes in adopted materials and methods.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
4. Ensures that parent notification and tracking of continuing opt-out requests are implemented across the district in accordance with the law.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
5. Ensures that the district has current policies and procedures related to issues such as parent notification and consent, classrooms observations, guest speakers, assemblies, special projects or events, and teacher training.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Sex Education Advisory Board Functioning	
1. Sets the agenda and meeting schedule for the SEAB.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Prepares SEAB meeting agendas and minutes.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Provides orientation for new members of the SEAB.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
4. Provides written or electronic notices to all SEAB members.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
5. Facilitates SEAB meetings.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
6. Selects research-based curricula, materials, and methods for the SEAB to review in alignment with student needs and parent survey results.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
7. Obtains copies of the materials and methods from the ISD/RESA or vendors for review.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
8. Recommends sex education curricula, materials, and methods to the local board of education for approval and adoption.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Teacher Qualifications and Training	
1. Ensures that those teaching sex education have the appropriate teaching certification and endorsement to teach health.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____

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2. Assess additional teacher training needs.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Ensures that all teachers implementing sex education/reproductive health receive the needed in-service training at the ISD/RESA or other locations.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Open Hearings and Board of Education Approval	
1. Schedules open hearings prior to local board of education approval of sex education/reproductive health program recommendations.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Staffs the open hearings required prior to local board of education approval.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Parent Feedback	
1. Handles informal inquiries or concerns about sex education expressed by parents.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Follows up on formal parent complaints expressed to the district superintendent.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
Needs Assessment and Program Evaluation	
1. Develops parent survey methods, protocols, and timelines to assess what sex education topics parents want taught at specific grade levels.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
2. Implements parent survey, compiles survey results, and shares findings with SEAB members and other key stakeholders in the district and community.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
3. Establishes evaluation methods, protocols, and timelines to assess sex education program impact on student knowledge and skills.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
4. Works with classroom teachers to collect sex education program assessment data regarding student knowledge and skills.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
5. Compiles evaluation results into a report for key stakeholders in the district and community.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____
6. Ensures the evaluation results are shared at least once every two years with the district and community.	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Chair <input type="checkbox"/> Parent Co-Chair <input type="checkbox"/> Other: _____

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Questions/Issues to Consider

1. Are there roles and responsibilities **that have not been determined** in the district?
2. Whose responsibility is it to make sure that those **roles are fulfilled**?
3. Do the individuals fulfilling the above roles have the **knowledge and skills** to implement their responsibilities?
4. To what extent are roles and responsibilities **coordinated** between people and across the district?
5. What are the next steps to **facilitate coordination and collaboration** across the district?
6. What **additional information and resources** does the district need to carry out the necessary functions?