

**Baylor College of Medicine
Children's Nutrition Research Center
Department of Pediatrics
POSITION DESCRIPTION**

POSITION: Part-time Research Coordinator II (Reducing Television Viewing for Obesity Prevention in Hispanic Preschool Children)

JOB CODE: ????

SUMMARY

Under the supervision of the Principal Investigator and Co-Investigators and in cooperation with other research staff, responsible for coordination of all activities related to teaching and culturally adapting the Fit 5 Kids TV Reduction Curriculum in Head Start centers.

ESSENTIAL FUNCTIONS AND DUTIES

1. Coordinate and conduct community outreach to Head Start center administrators, principals, teachers and students' families as necessary to recruit preschool-age children to participate in the feasibility trial and randomized, controlled-pilot testing study, all under the direction, and in collaboration with the Principal Investigator and Co-Investigators.
 - Make contact with institutions in which project will be conducted.
 - Attend meetings of Head Start centers to describe project and recruit children,
 - Work with potential Head Start centers to identify ways to insert recruitment messages into their organization media and activities.
 - Establish a professional and supportive relationship with Head Start staff and students/families.
2. Teach the Fit 5 Kids TV reduction curriculum as part of a feasibility trial for Hispanic preschool children in Head Start
 - Curriculum will be taught in English, Spanish, and a combination of English/Spanish
3. Contribute to the cultural adaptation of the Fit 5 Kids TV reduction curriculum for Hispanic, preschool children and their families
 - Attend staff meetings to culturally adapt the curriculum
4. Based on feasibility trial results, help revise the Fit 5 Kids curriculum in cooperation with Project Investigator and Co-Investigators.
5. Provide faculty with reports on study progress, data forms, data collection, intervention implementation and contacts.
6. Adhere to Behavioral Nutrition Group project guidelines, policies, and procedures.
7. Attend all project staff and appropriate site conference call meetings.
8. Attend conferences and other educational opportunities when appropriate.

MINIMUM QUALIFICATIONS

Education: At least a bachelor's degree, preferably with a degree in education, early childhood development, or similar. Current or previous teaching certification a plus.

Experience: Directly related experience as a preschool teacher. Spanish fluency (writing/speaking)

Certification/Licenses/ Registration: None required

OTHER:

Skills:

- Excellent communication skills, both oral and written, and interpersonal skills with investigators, staff, school personnel, and adolescent participants. Oral communication involves face-to-face professional interaction as well as use of the telephone in a clear, concise manner. Written communication involves extensive and sophisticated use of computers, word processing, desktop publishing, graphics, flowcharting and spreadsheet software.
- Ability to motivate Head Start staff and students to participate in the study and recommend it to fellow students/peers.
- Knowledge of behavioral nutrition, physical activity and health promotion related issues, including nutrition and physical education skills.
- Knowledge of weight related diet and physical activity issues.
- Knowledge of research study methods and procedures.
- Knowledge and familiarity of schools, organizations and agencies serving the Hispanic community in Houston-Galveston area community.
- Computer literacy, with prior experience with computer spreadsheets and database management.
- Accuracy in data collection, documentation, data entry and intervention implementation.
- Flexibility and adaptability in work schedule and carrying out job duties.

Supervision: Supervised by Principal Investigator, Co-Investigators, Research Coordinator, and Bio-statisticians. Supervises none.

Working Conditions: Must have a car or otherwise get to the Head Start centers and the Children's Nutrition Research Center (CNRC) as work is performed at CNRC and various preschools within Houston.

Physical Requirements: Must be able to lift and move required assessment equipment and materials.

Physical Risk: None.