

NuStart INtegrate Liaison — Role & Responsibilities

A NuStart Health staff position • Tippecanoe School Corporation (TSC) • 2026–2027

Purpose

The NuStart INtegrate Liaison is the hub of the wheel for the Champion network. The Liaison supports Champions so that Champions can support the staff in their buildings — organizing, communicating, and keeping the program running on a system rather than on any one person's energy. The Liaison sits one layer back from the building floor; the leverage is in making sure every Champion is welcomed, trained, encouraged, and connected to what they need.

Position type and reporting

- A NuStart Health staff position (NuStart employee).
- Reports to a NuStart supervisor — brings anything beyond what the Liaison can resolve to the supervisor, early rather than late.
- Works in partnership with building and district administrators and the Steering Committee.

Core responsibilities

- Welcome, train, support, and celebrate Champions — onboard each named Champion, roll out and pace the training, encourage them through the year, and make sure their effort is seen.
- Drive engagement and participation — help each building lift staff involvement in challenges, Blocks, coaching, and events, and connect building efforts into district-wide momentum.
- Facilitate communication — draft and distribute the Monthly Champion Newsletter and keep clear, warm, timely messages moving.
- Run the district wellness meeting — convene and lead the Steering Committee and collect the building reports.
- Manage the supporting documents — prepare and keep current the Building Resource Inventory, Pledge, Media Consent, Best Practices, and related forms.
- Present and track the Participation and Scorecard — share it at the start of the year and keep it current as a helpful mirror.
- Be the bridge to NuStart resources — connect Champions to the resource hub, ready-made content, and the wider team.

The rhythm of the year

- Before launch — welcome and onboard Champions, set the calendar, and prepare the supporting documents.
- Start of year — meet each Champion, present the Participation and Scorecard, and release the training (all lessons at once).
- Across the year — run the Steering Committee meetings, collect building reports, promote challenges, keep the newsletter and recognition moving, and meet each Champion again mid-year and at year-end.
- Anytime — point interested Champions to the six optional extra-credit Champion Lessons.

What this role is not

- Not the building-level doer — the Liaison enables and equips Champions rather than doing the building work in their place.
- When staff want one-to-one help, the Liaison points them to NuStart personal coaching.
- Not the enforcer — the Liaison provides light accountability (a helpful mirror), while overall accountability for a building's participation rests with its administrators.

When you need help You are a NuStart employee and not doing this alone. Bring a stuck situation, a barrier bigger than one building, or a question you cannot answer to your NuStart supervisor — ask early rather than late.

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