

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

WELLNESS COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Student Services, lead the district initiative to promote and improve the health and wellness of all District students and staff members; coordinate, promote and support the efforts of the District Wellness Committee; assemble and lead a team of school site representatives to facilitate the implementation of the components of a Coordinated School Health Model (CSHM) within the school system; perform a variety of duties in the development, implementation and coordination of a coordinated School Health Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and coordinate the daily activities of the District's Health and Wellness Program including strategic planning and implementation of program functions.
- Assess current programs and services available to the district and/or school sites that support student and staff wellness; formulate wellness priorities; collect data and monitor progress towards established goals.
- Evaluate student and staff wellness needs and utilization of current wellness resources.
- Develop and coordinate school health programs that incorporate district wellness policies, procedures, and priorities; ensure alignment of the wellness curriculum with the goals and objectives of the CSHM.
- Measure and record changes in wellness practices throughout the district.
- Advocate and promote health & wellness programs; establish, maintain and monitor relationships with outside agencies providing health and wellness services.
- Assist staff in the effective utilization of Health & Wellness programs; collaborate with appropriate district departments to ensure internal alignment of efforts to achieve wellness goals.
- Develop and prepare grant applications and proposals for funding resources.
- Prepare and maintain of a variety of narrative and statistical reports, records and files related to assigned activities.
- Develop and maintain links with community providers of health and wellness services; coordinate the delivery of services to schools.
- Train and provide guidance and direction to staff.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; collaborate with all key partners including the CHSM advisory committee, Sequoia Healthcare District, and other school districts.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Lead, attend and conduct a variety of meetings; conduct trainings and coordinate wellness events.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree or equivalent experience in public health services or health education or California licensure/certification as a school nurse, physician, or health education specialist with understanding of school curriculum standards. Experience developing and leading projects and facilitating teams. Successful grant writing and grant reporting experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- As per Ed Code 44065, classified Wellness Coordinators will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs.

DESIRED QUALIFICATIONS:

- Bilingual (English/Spanish).
- Experience working in K-8 public school setting.
- Successful experience working with and engaging a culturally diverse community in working on shared goals is desired.

Knowledge of:

- Understanding of program evaluation, assessment of School district wellness programs.
- Applicable laws and regulations of health care and health promotion.
- Principles and practices of training.
- Nutrition and physical fitness standards.
- Research, report preparation and data collection methods and techniques.
- Principles of professional development and training.
- Public speaking and public relations, principles and practices.
- Modern office procedures, applications, methods and computer equipment.
- Grant writing techniques and proposal preparation.
- Technical writing.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Data collection and analysis techniques.
- Understanding of program evaluation and assessment.
- Dynamics and structure of a K-8 public school district.

Ability to:

- Plan, organize, and coordinate an effective School Health and wellness program.
- Develop, implement and coordinate policies and programming activities to achieve the wellness goals of the district.
- Recommend improvements in health and wellness operations, rules, regulations and policies.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with minimal supervision.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Plan and conduct presentations, workshops and training seminars.
- Prepare comprehensive narrative and statistical reports.
- Maintain a variety of reports, records and files related to assigned activities.
- Work in a collaborative environment with multiple projects and deadlines.
- Possess strong communication, organizational, critical thinking and analytic skills.
- Train and provide work direction to personnel and volunteers.
- Successfully collaborate with staff and community members.
- Prioritize and work independently.

WORKING CONDITIONS:

Work Environment:

- Indoor Environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 6/15/16, 2/14/18

FLSA Status: Non Exempt