

COORDINATOR - STUDENT WELLNESS/HEALTH

Purpose Statement

The job of Coordinator - Student Wellness/Health was established for the purpose/s of planning, promoting and managing a comprehensive building-level Wellness Program for students (Health Related Fitness and Healthy Lifestyles models), including focused exercise; providing services for supporting school-wide wellness initiatives; and ensuring combined preventions/interventions to enhance and improve student achievement.

This job is distinguished from similar jobs by the following characteristics: experience in group and individual personal fitness training is required.

This job reports to Principal

Essential Functions

- Acts as a liaison between school site and community personnel (e.g. District Student Wellness Advisory Committee (DSWAC), etc.) for the purpose of developing and providing appropriate student wellness promotion efforts as outlined by grant guidelines.
- Assesses interests and needs for the purpose of developing tailored programs for students.
- Collaborates with school and district personnel/departments to develop and coordinate student wellness models and programs (e.g. nutrition, physical activity opportunities, incentives, intervention/treatment, etc.) for the purpose of promoting activities in school and home environments; resolving issues, and/or maintaining services and programs.
- Collaborates with school-site personnel (e.g. administrators, teachers, staff, etc.) for the purpose of developing and/or conveying consistent critical wellness messages to students, parents, and staff.
- Collects and analyzes student achievement data for the purpose of monitoring progress and correlating data results with student wellness program initiatives.
- Conducts school-wide health and wellness presentations for students and families (e.g. nutrition, exercise, obesity, etc.) for the purpose of improving student awareness and response to Wellness programs.
- Consults with school-site personnel for the purpose of addressing specific student wellness issues by providing assistance in the development of individual student wellness programs.
- Coordinates with outside vendors and contractual labor for the purpose of providing health promotion services and trainings.
- Develops and facilitates professional development activities for the purpose of training individuals responsible for the delivery of the educational components of the Wellness program.
- Facilitates and coordinates all components of the program (e.g. grant plan objectives, requirements, regulations, policies, etc.) for the purpose of ensuring the success of the "living document," and monitoring the effectiveness of the plan.
- Monitors program budget for the purpose of managing funds in compliance with grant requirements and district goals and objectives.
- Participates in and/or facilitates meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. program plans; statistical evaluations; correspondence; curriculum, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a wide variety of student wellness topics (e.g. statistical information on student achievement, best practices, health and physical education standards, curricular examples, etc.) for the purpose of providing updated and current information; supporting administrative requirements; and/or making recommendations.
- Responds to inquiries for the purpose of providing information and/or direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; and exercise physiology, nutrition, health promotion, behavior change, ergonomics.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

09/21/2010

Salary Grade

Exempt 70X