



## **Assistant Wellness Coordinator**

### **QUALIFICATIONS:**

- High school diploma or equivalent;
- Evidence of good leadership and citizenship qualities, and an interest in students;
- Ability to communicate well with adults and children;
- Ability to conduct group activities in a fun, safe, and instructive atmosphere;
- Prior job-related experience of one year; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **REPORTS TO:**

- Lead Wellness Coordinator.

### **JOB GOAL:**

- The Wellness Coordinator works with the Wellness Lead Coordinator to ensure effective district-wide implementation of the Gervais School District Wellness Grant. The Coordinator assists in the design, implementation and technical assistance to schools around grants activities and initiatives to promote the health and well-being of staff and students.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly.
- Notify school/department when absent according to contract specifications.
- Adhere to arrival, rest periods and departure times.

### **Responsibilities include but are not limited to the following:**

- Work directly with the Business Manager and Food Service Manager regarding purchasing.
- Work directly with the Wellness Lead Coordinator
- Obtain district-level administrative buy-in for Healthy Schools that includes ongoing monitoring of the Wellness Policy.
- Attend and provide input to the District Wellness Committee.
- In conjunction with the Wellness Committee, recommend changes to district-level policies related to school health and wellness, including physical education/activity and nutrition, and recommend updates to them based on the most recent requirements.
- Work with the Food Service Manager to ensure alignment of school-level work with district-level health and wellness policies, including but not limited to local wellness policy, federal guidelines, physical activity, Healthy, Hunger-Free Kids Act, and Comprehensive Health and Physical Education Standards.
- Support district and school-level implementation and support enforcement of policies related to school health and wellness, including physical education/activity and nutrition. Review staff surveys to develop wellness activities.
- Support schools in the development of School Health Improvement Plans that enhance school health and wellness and annually submit plans to the Board of Education including implementation timelines.
- Provide support to the Wellness Champions in the areas of technical assistance and implementation of the Wellness grant and programs.
- Participate in state-level coordinator meetings/professional development events related to Healthy Schools.
- Contribute to district-level grant funding to support the Wellness Policy and assist schools with school level funding opportunities.
- Work with the Wellness Committee to develop a district-level sustainability plan.
- Seek out partnerships with other school and community health initiatives to build awareness and support for health and wellness across the district.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- Current employee
- Stipend position

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

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Date