



Wellness Lead 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:

- Business Manager and Food Service Manager.

JOB GOAL:

- The Wellness Coordinator ensures effective district-wide implementation of the Gervais School District Wellness Grant. The Coordinator designs, implements and provides 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.
- 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 Assistant Wellness Coordinator and 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.
- Assist in the collection and submission of appropriate school-level data including grant funding and required reports.
- 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.

- Maintain records and share successes with staff, administrators, school board members, parents, and community members.

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.

Signature

Date