HEALTH/WELLNESS SPECIALIST

Purpose Statement
The job of Health/Wellness Specialist was established for the purpose/s of planning, implementing, directing and maintaining the District's health and wellness initiatives; evaluating and providing recommendations regarding health and wellness related initiatives, activities and student education efforts; identifying and securing alternate funding sources to support program needs; and assisting administrators and teachers.

This job reports to Middle Schools Director

Essential Functions

• Analyzes and evaluates a variety of program related data for the purpose of ensuring that program initiatives and activities meet student, school site and District objectives while adhering to assigned budget limitations.

• Assist in the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet program goals while adhering to all relevant regulations and guidelines.

• Communicates with parents, employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.

• Coordinates creates the design, awareness, planning, promotion, support, professional development and implementation of District health and wellness programs for the purpose of improving student and employee health and understanding of related subjects.

• Creates and implements program assessments for the purpose of ensuring that program and District health and wellness objectives are met.

• Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the District to external individuals and/or organizations.

• Prepares a variety of materials (e.g. reports, memos, letters, procedures, instructional and marketing pieces, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Reports program related assessment results for the purpose of providing the information needed to evaluate program performance and to create new and/or revised initiatives needed to meet District objectives.

• Responds to inquiries for the purpose of providing information and/or direction.

• Serves as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating district activities.

• Supervises employees as needed and/or assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of evaluating, professional growth in order to achieve and maintain program consistency.

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 single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; utilizing pertinent software applications; effective listening; problem solving; training; and supervision.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation and emerging health and wellness strategies; bookkeeping/accounting practices; and English grammar/punctuation/spelling/vocabulary.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; 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 limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; meeting deadlines and schedules; providing direction; setting priorities; and working as part of a team.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

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

Education
Bachelors degree in job related area.

Equivalency
None Specified

Required Testing
None Specified

Certificates & Licenses
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade