

HEALTH AND WELLNESS SPECIALIST

Job Title:	Health and Wellness Specialist
Initial:	August 1, 2013
Revised:	May 9, 2019
Work Year:	260 days
Office:	Education
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 2

Related Organization Chart



POSITION SUMMARY: The Health and Wellness Specialist ensures effective district-wide implementation of the Whole School, Whole Community, Whole Child model and the district's Health and Wellness policy. The Health and Wellness Specialist designs, implements and provides technical assistance to schools around programs and initiatives to promote the health and well-being of students and staff in District 49.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Obtains district-level administrative buy-in for Healthy Schools that includes implementing the Whole School, Whole Community, Whole Child model through Destination: Healthy Schools Successful Students at the school level.
- Maintains the District-wide Wellness Advisory Council by ensuring appropriate council representation and planning and facilitating at least two meetings per year.
- With the District-wide Wellness Advisory Council, evaluates and recommends changes to district-level policies related to school health and wellness, including physical education/activity and nutrition, and recommends updates to them based on the most recent requirements.
- Supports alignment of school-level work with district-level health and wellness policies, including but not limited to, local wellness policy, physical activity, Healthy, Hunger-Free Kids Act, and Comprehensive Health and Physical Education Standards.
- Supports district and school-level implementation of policies related to school health and wellness, including physical education/activity and nutrition.
- Supports schools in the development of School Health Improvement Plans that enhance school health and wellness and annually submit plans to the Board of Education.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Provides consultation to schools on effective resources and curriculum to support student wellness.
 - Supports schools with extra-curricular programming opportunities that enhance student wellness.
 - Provides support to school health co-leaders and teams in the areas of technical assistance and implementation of the Whole School, Whole Community, Whole Child model.
 - Provides district level professional development opportunities for staff focused on the components of the Whole School, Whole Community, Whole Child model.
 - Attends regional, state and national conferences to keep current on school health and wellness trends.
 - Assures the collection and submission of appropriate district and school-level data for grants, compliance and reporting purposes (i.e. Healthy Kids Colorado, Smart Source, Center for Disease Control and Prevention Worksite Score Card, Staff Wellness Survey).
 - Pursues district-level grant funding, awards and recognitions to support Healthy Schools and assist schools with school-level funding opportunities.
 - Manages grant funding and complete required reports.
 - Increases capacity of school health teams to be high functioning and sustainable.
 - Develops, monitors and updates as needed district-level sustainability plan.
 - Creates partnerships with other school and community health partners to build awareness and support for health and wellness across the district.
 - Shares successes with staff, administrators, school board members, parents, and community members.
 - Works with insurance providers, benefits manager and Wellness Advisory Council to develop district-level staff wellness budget and plan based on health needs of the population.
 - Plans and implements staff wellness programs (i.e. fitness challenges, community events, weight-loss and nutrition programs).
 - Serves on / presents at district committees.
 - Serves as an advocate and role model for a healthy life-style.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position is responsible for all wellness related budgets both grant funded and general fund.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree, preferably in studies related to health and wellness field.

Experience:

- Current or previous work-related professional experience related to the ten components of the Whole School, Whole Community, Whole Child model.
- Experience and background in a leadership capacity in the area of school health and wellness—formal and informal.
- Additional coursework and experiences in the health and wellness field desirable.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Skills & Abilities:

- Ability to advocate for health and wellness district-wide.
- Exceptional interpersonal skills, including the ability to work well and communicate with stakeholders, students, staff, parents, and administration.
- Passion to coordinate the Health and Wellness program throughout the district and all zones.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Power Point and Google.

Certificates, Licenses, & Registrations:

- Where applicable, as relates to the field of Health and Wellness
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.