

## Job Description

Job Title: **Wellness Coordinator**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **July 2016**

Job Code: **100602**  
 FLSA Status: **Ex – P**  
 Pay Range: **L 05**  
 Work Year: **12 months**

**SUMMARY:** Ensure effective district-wide implementation of the Whole School, Whole Community, Whole Child (WSCC) model and or the Child Nutrition Programs. Design, implement, and oversee programs and initiatives to promote the health and well-being of students and staff in Adams 12 Five Star Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate and implement communication, outreach, and accountability activities related to WSCC model or the Child Nutrition Programs initiatives including, but not limited to the creation of promotional and communication materials, delivery of presentations to community, staff, and students, and maintenance of the district webpage.	W	10%
2. Create strategic partnerships, serving as a liaison with community partners in promoting WSCC model or the Child Nutrition Programs initiatives.	D	20%
3. Understand current WSCC model or the Child Nutrition Programs policies and practices, including the district wellness policy, and utilize these tools to develop and communicate a clear and concise vision.	D	20%
4. Coordinate and/or facilitate professional development opportunities for staff, focused on the components of each program. Support and provide technical assistance to schools. Recruit, engage, and manage district and building wellness champions including, staff, students, parents, and community members to meet the goals of the WSCC model or the Child Nutrition Programs strategies. Recognize and reward successes.	M	10%
5. Pursue district level grants to support the WSCC model or the Child Nutrition Programs work including managing grant funding, completing required evaluations and reports, and maximizing and leveraging resources.	M	10%
6. Collect and analyze data for the purpose of monitoring progress and correlate data results with initiatives. Identify gaps between “what is” and “what could be” utilizing measurable outcomes. Design programs in order to generate change in accordance with the district vision. Engage volunteers and staff and identify resources to implement change.	M	5%
7. Obtain district and building level buy-in for WSCC or the Child Nutrition Programs that includes implementing the WSCC plan or Child Nutrition Programs and promote district health and wellness activities including fundraising and educational events.	D	20%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in nutrition, exercise science or related field.
- Minimum of one (1) year of experience in health and wellness related field.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to frequently travel among district facilities and into the community.
- Valid Colorado driver’s license.
- CPR and First Aid certifications.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Personal computer and keyboarding skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Student Engagement Initiatives Director or Nutrition and Before/After School Director	050302/5028

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor the budget to ensure federal and state compliance.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	