

Job Title: **Whole Child Initiatives Coordinator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **November 2016**

Job Code: **130801**
 FLSA Status: **Ex – A**
 Pay Range: **L 09**
 Work Year: **12 months**

SUMMARY: Provides vision, leadership and management to assure effective coordination, implementation and promotion of district and school health and wellness initiatives and programs related to the District Health Plan and School Health Improvement Plans which encompass the Whole School, Whole Community, Whole Child Model (WSCC) in order to support student learning and achievement throughout 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	Frequenc	% of Time
1. Supervise the collaborative processes to identify Health and Wellness /WSCC gaps in the district and develop the District Health Plan coordinated with the district and school Unified Improvement Plans to address these gaps including strategic goals, objectives, action plans, timelines, measurements and costs. Present the District Health Plan to stakeholders including the Superintendent and the Board of Education for formal adoption.	M	10%
2. Manage the coordination and promotion of district health and wellness efforts related to WSCC to ensure effective implementation of the areas of the Plan such as, but not limited to: health education; physical education; health services; nutrition services; counseling, psychological and social services; healthy and safe school environments; health promotion for staff; family/community involvement; the district wellness coordinator(s) school based health clinics and other health and wellness initiatives.	D	20%
3. Supervise, evaluate and provide vision and direction for the Student and Family Outreach program, McKinney Vento program and health and wellness grant related staff including exploring funding opportunities, hiring, grant budget oversight, grant data collection and reporting, and grant outcome evaluation. Ensure the goals, objectives and requirements of awarded funds are met, appropriate data is collected and funds are utilized in a financially accountable and timely manner. Responsible for review, approval and verification of reported time in district time and labor system.	D	40%
4. Adopt, implement and manage processes for program evaluation and continuous improvement toward the creation of a District Health Plan. Collect, analyze, and evaluate data to drive and measure effectiveness of school health and wellness strategies. Supervise and manage the ongoing work of the Health Advisory Council to steer, advise and coordinate district health and wellness initiatives and implementation of the District Health Plan. Support the process of the Local Service Plan for Medicaid. Create and foster partnerships and maintain positive relationships with all stakeholders including community partners related to the Whole Child work in the district. Represent the district and department as needed on community, county and regional health and wellness boards and committees.	M	10%
5. Support principals, teachers and other staff in the development of School Health Improvement Plans and ensure that Whole Child initiatives and accountability processes are considered in School and District Unified Improvement Plans. Establish, implement and manage a communication process/plan for dissemination of information related to the district’s Whole Child work Promote and support appropriate health and wellness related professional development opportunities for district staff, school staff and parent/community groups Stay up to date on best practices and research in the area of the Whole Child by attending conferences, workshops, seminars, reading publications, and conducting internet searches.	M	15%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree from an accredited college or university in public health, social work, education or related field
- Minimum of two (2) years of experience in a leadership position with oversight of multiple projects, staff training and evaluation.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District 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.
- 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.
- Project management skills, including ability to facilitate and lead committee work.
- Ability to build strategic vision, spur strategic action among multiple departments and stakeholders and analyze results objectively
- Ability to lead a continuous improvement planning process from data analysis; to identification of priority needs, strategic objectives, action plans and evaluation methods
- Excellent oral, written, and public speaking communication skills.
- Knowledge of the Coordinated School Health Model
- Knowledge of the responsibility of schools and school districts preferred at hire.
- 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 stressful situations.

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.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Engagement Initiatives, Director	050302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Wellness Coordinator(s)	1-2	100602
	Social Worker	2-3	1700SW
	Case Manager	1	031028
	Family Outreach Liaison	1	1252

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Ability to create project and/or multiple grant budgets and oversee expenditure of funds.

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.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

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

NOISE LEVEL:	Exposure Level

Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	