



Sequoia Union High School District

Job Description

JOB TITLE:	Wellness Coordinator
ADMINISTRATIVE RELATIONSHIP:	The Wellness Coordinator is directly responsible to the Director of Enrollment, Registration and Personnel
CLASSIFICATION:	Classified
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A./B.S. Medical Field/Three to five years experience in the health field
SALARY SCHEDULE:	Classified Management / \$62.50 per hour – 20 hours per week
WORK - YEAR / HOURS:	220 days
LOCATION:	Various
BOARD APPROVAL:	November 16, 2011

BRIEF DESCRIPTION OF POSITION

The Wellness Coordinator will lead Sequoia Healthcares District's Healthy Schools Initiative at the school district site to improve the health and wellness of all students and staff at each school site in the district. The Wellness Coordinator will lead the efforts of the district Wellness Committee to provide support of health and mental health services at school sites.

DUTIES AND RESPONSIBILITIES

- Work with Gardner Center research staff to determine current programs and services available to the district and/or school sites that support student and staff wellness
- Evaluate student and staff health needs, utilization of current health resources, and impact of services on the overall health of students and staff
- Observe health education programs in the district and make recommendations to staff
- Advise school health programs that incorporate district wellness policies, procedures, and priorities
- Act as a liaison to develop and expand partnerships for coordination between school, community, county and state agencies, and local non-profit and the business organizations to provide an effective link to third party wellness services, including determining the best use of resources and facilitating equitable distribution of programs
- Provide reports and data to meet grant management guidelines
- Work with the Wellness Committee to broaden participation of underrepresented parents in order to address the adolescent health challenges faced in the Sequoia community. Work with the broadened Wellness Committee to identify site-based health advocates
- Measure and report changes in wellness practices throughout the district
- Advise district staff on cost effective nutritional options for the school lunch program