



Sequoia Union High School District

Job Description

JOB TITLE:	Health and Wellness Coordinator
ADMINISTRATIVE RELATIONSHIP:	The Health and Wellness Coordinator is directly responsible to the Director of Student Services
CLASSIFICATION:	Certificated Management
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A./B.S.; Administrative Services Credential
SALARY SCHEDULE:	Certificated Management
WORK - YEAR / HOURS:	222 days
LOCATION:	District Office
BOARD APPROVAL:	April 25, 2018

BRIEF DESCRIPTION OF POSITION

The Health and Wellness Coordinator will ensure districtwide implementation of the District's health and wellness policies and programs by providing effective leadership, management, and communication in the coordination of the District's student wellness initiatives and school based mental health services. The coordinator will provide focused support and technical assistance to schools concerning programs and initiatives that promote the physical and mental health and well-being of District students in compliance with the CDC's WSCC Model.

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES

- Evaluate student and staff health needs, utilization of current health resources, and impact of services on the overall health of students and staff.
- Assist in the formulation of the District's wellness and health programs for students and families including but not limited to the following areas: counseling and mental health services, student health education; and student health support services.
- Assist with planning and supporting the District's employee wellness initiatives.
- Provide outreach, guidance, and support to school sites and the District in achieving the school, student, and staff wellness goals of the District.
- Assist with the development, implementation, and enforcement of policies that promote student and staff health and wellness.
- Collaborate with relevant District departments and school sites to ensure internal and external alignment of efforts to achieve the District's health and wellness goals in coordination with the health and wellness goals of the Sequoia Healthcare District.
- Cultivate and maintain relationships with organizations providing health and wellness services to the District.
- Advise school principals, parent-teacher organizations, fundraising groups, and sports teams on adherence to the school and District wellness policies.
- Monitor and update District Board Policies and Administrative Regulations related to student health and wellness.
- 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

- Support research to benchmark and evaluate District health and wellness and create systems and processes to track progress in attaining a culture of wellness utilizing quantifiable and data-driven rubrics. Prepare background documents, fact sheets, and other materials to communicate the District's progress on meeting its health and wellness objectives.
- Coordinate the work of the SUHSD Wellness Advisory Council (WAC) to support student wellness.
- Broaden the participation of underrepresented families in order to address the adolescent health challenges faced in the local community.
- Supervise, coordinate, and evaluate the work of the District's nurses and health aides in providing effective health services to District students.
- Develop and execute professional learning opportunities for school staff and stakeholders to develop and implement key school and District's wellness initiatives.
- Oversee and evaluate the performance of both classified and certificated members of the department.
- Attend relevant district and county meetings.
- Perform other duties consistent with the scope and intent of the position.

REQUIRED QUALIFICATIONS

Education and Experience

- Preferred B.A. or B.S. in Health or related field and/or a credential in Health Education
- Master's Degree from an accredited college or university
- An Administrative Services credential
- Five (5) years of public school teaching or counseling experience
- Two (2) years of experience in a school leadership or supervisory role

Knowledge of:

- Policies, objectives, rules, and regulations, related to school health and wellness programs.
- Principles of professional development and training
- Best practices for supervising and evaluating both classified and certificated staff members.
- Effective communication practices and skills including utilizing technology effectively.
- Mental health systems, structures, programs, services, resources in schools.
- Comprehensive health, prevention/intervention, and physical education programs.
- Curriculum design, planning, development, implementation, and evaluation.

Ability to:

- Plan, coordinate, implement, and modify a comprehensive wellness and health services program for the District.
- Plan and facilitate professional development for various stakeholder groups.
- Coordinate a variety of health-related programs and activities districtwide.
- Coordinate project team members in order to meet established deadlines and goals
- Manage multiple projects and coordination services
- Utilize culturally-relevant practices with diverse student and family populations.
- Deliver written and verbal presentations and facilitate discussions
- Demonstrate integrity and tact when dealing with confidential information and sensitive situations
- Travel to various school locations and attend off-site meetings.
- Gather, organize, analyze, evaluate, and interpret both qualitative and quantitative data
- Establish and maintain cooperative working relationships with both colleagues and community members.
- Respond to and manage competing priorities.
- Work independently.