

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Wellness Center Support Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support Services	Classification Unit:	Classified
Board Approval:	1/13/2022	Current Salary Grade:	15
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of duties in support of students who visit the Wellness Centers, their parents/guardians and families; provide guidance for students needing additional support, assisting them to acclimate to daily challenges in preparation for a successful academic and social emotional experience; and provide information to Guidance Counselors and Site Administrators on student situations requiring additional attention, and convey information regarding school and District activities and procedures.

ESSENTIAL FUNCTIONS:

- Support students in the Wellness Centers to self-regulate using evidence-based coping strategies prior to returning to class.
- Assist students, individually or in small groups, with coping strategies for brief periods of time.
- Engage with students in a professional and supportive manner.
- Provide supervision of students while in the Wellness Center.
- Monitor individual and/or groups of students who come to the Wellness Centers in order to self-regulate prior to returning to class.
- Assist in the referral to a School Counselor, Site Administrator or Student Assistance Provider for students who require additional support. .
- Assists in the supervision of a variety of other settings on the campus that support the health, safety and well-being of students, such as orientations, peer programs and other student support programs.
- Support instructional, non-instructional, and administrative personnel in the acquisition and maintenance of optimal learning outcomes for all students.
- Collaborate and coordinate with School Social Workers and School Counselors on student support.
- Perform a variety of clerical duties, such as maintaining records of students who visit the Wellness Centers, completing office referrals when needed, maintaining calendars

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Positive Behavior Interventions and Supports (PBIS) and Multi Tiered System of Supports (MTSS) in order to support students, staff, teachers, counselors and administrators.
- Maintaining an assigned classroom or learning environment in a safe, and orderly manner.
- Business telephone and email etiquette.
- Factors that impact student participation and achievement in school.
- Purpose, goals, and objectives of public education in relation to all students
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Assist students, individually or in small groups.
- Assist students in completing classroom assignments and projects in various academic subjects by answering questions, providing emotional support, and general guidance.
- Relate well to a diverse group of students in a variety of settings.
- Monitor individual and/or groups of students in a variety of settings including the Wellness Center and other settings on the school campus.
- Maintain Wellness Center equipment, files, and records; assist with adapting instructional materials, and operating audio-visual equipment; assist with ensuring availability of items.
- Assist in maintaining and learning environments in a safe, and orderly manner.
- Perform a variety of clerical duties to support Wellness Center activities, such as preparation of materials, filing, duplicating materials, answering telephone calls. and other related clerical duties.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience within a specialized field.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license

DESIRABLE QUALIFICATIONS:

- Coursework or training related to the job is preferred
- The ability to speak a second language is preferred

WORKING CONDITIONS:

Environment: Indoor/office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position

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Hazards:

- NA

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.