

**Classified Personnel  
Job Description**

POSITION TITLE: Health, Wellness, and Safety Assistant

QUALIFICATIONS: Shall have a working knowledge of computers.  
Shall communicate effectively both orally and in writing.  
Shall possess a high school diploma or GED.  
Shall have knowledge of community health and wellness resources.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: Director of Staff and Student Services

GENERAL DUTIES: Shall possess the required skill/job knowledge including information, procedures, materials, equipment and techniques required for the position.  
Shall demonstrate work that is complete, accurate, timely and of high quality as judged by the supervisor.  
Shall demonstrate interpersonal relations by showing a willingness to perform required duties and to help others accomplish tasks.  
Shall have a willingness to cooperate with building principals and staff.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall assist the coordinator in developing and implementing a program of wellne nutrition for students.  
Shall communicate school health and wellness policies to the staff members.  
Shall assist in monitoring health department inspections and conducting playgro  
Shall assist schools in maintaining required health records.  
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 240 days and 8 hours per day

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule, ( Employees hired after August 1, 1998 schedule.

Updated: 5/23/2016