

**27J SCHOOLS
EXEMPT JOB DESCRIPTION**

Job Title: District Employee Wellness Coordinator
Date Prepared or Last Modified: December 2020
Work Year: 214 Paid Days
Department: Office of Human Resources
Reports To: Chief Human Resource Officer

SUMMARY: This position is responsible for planning, designing, implementing, and evaluating a comprehensive wellness program for the employees of 27J Schools with a balanced emphasis (e.g. mental/emotional health, physical health, fitness, nutrition, financial and overall integration of healthy habits) that meets the needs of our employees over time.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 25% Assess, develop, and establish measurable objectives and program content consistent with employee wellness interests and needs. Recruits, engages, and manages district and building wellness leadership, volunteers, parents, students, and community members to meet the goals of the employee wellness strategy. Recognizes and rewards successes.

- D 20% Communicates a clear and concise vision of our employee wellness strategy. Promotes its rationale and value to schools and staff. Articulates results expected and achieved. Gets input and give feedback to various stakeholders.

- A 15% Plans for the further rollout of existing District employee wellness strategy. Identify gaps between “what is” and “what could be” utilizing measurable outcomes. Design programs in order to generate change in accordance with our vision. Engages volunteers and identify resources to implement change.

Keep abreast of current national wellness trends, initiatives and activities. Explore ideas and opportunities to personalize programs to increase employee participation.

- D ~~15%~~ 20% Engages participants in wellness activities by enrolling them in programs, supporting and coaching them as they encounter barriers, and teaching others to be supportive by sharing their own experiences. Reports on levels of participation and engagement as they lead to wellness outcomes. Sets goals for each reporting period.

Plans/coordinates with insurance brokers and benefits providers to align wellness programs with benefits plans.

Monitor programs budget and ensure an appropriate expenditure of funds with detailed record keeping and reporting to all funding sources.

Assist in writing, reporting and managing grants and/or donations to support district employee wellness financial expenditures.

- D 10% Maintains support for wellness initiative by leading the Wellness Instructors and staff at each worksite, in their wellness efforts. Models wellness.

- M ~~40%~~ 5% Measures outcomes using a scorecard format. Includes measures of cost and return on investment, participation, levels of health, and levels of satisfaction. Updates scorecard regularly. Sets goals based on scorecard.

- Ongoing 5% Performs other duties and special projects as assigned.

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.

EDUCATION AND TRAINING: Bachelor degree or above or equivalent advanced training in Foods, Nutrition, Dietetics (including coursework that meets the American Dietetic Association Standards of Education and Standards of Performance for dietetic registration), Public Health, Physical Education or related field. Registered Dietician, Personal Trainer certification preferred.

EXPERIENCE: Minimum of three (3) years of experience in wellness/business related fields (nutrition, physical education, or personal/group fitness training which may include internship).

SKILLS, KNOWLEDGE, & EQUIPMENT: Must meet professional standards required by the ADA. Bilingual (English/Spanish) skills preferred. Knowledge of human nutrition in health and disease and its application to public health practice. Knowledge of practical implementation of educational methods. Ability to promote and follow Superintendent 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 interact with principals and teachers in a collaborative manner. Ability to identify strengths and weaknesses. Model Wellness. Experience within a School System preferably as an Administrator. Familiarity with District, district personnel, policies, rules and how to be a change agent for the district. Ability to work constructively with many personalities, including challenging ones, preferred. Operating knowledge of and experience with personal computers, typical office equipment (phones, copiers, faxes, etc.) and audio-visual and other teaching equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS: Registered dietitian, physical education licensure, personal trainer and/or group fitness instructor certification preferred. Valid Colorado driver's license.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no supervisory responsibilities, however, coordinates and trains district wellness instructors.

JUDGMENT AND DECISION MAKING: Work is assigned by the Chief Human Resource Officer. Decision making requires collaboration with Human Resources Department, building wellness leadership, staff or possibly parents, community members, and students. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES: Must possess knowledge of public health including the effects of nutrition and physical activity on individuals and on a community. Must be able to engage a variety of stakeholders on various bases including academic, financial, social, and personal levels. Must be persuasive and engaging, proficient in public speaking, able to create high-quality presentations and a compelling case for implementing wellness strategy.

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 DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, synthesize, evaluate, negotiate, and use interpersonal skills. The employee will frequently be required to analyze and occasionally compare, copy, compute, and compile.