



**SAN MATEO UNION HIGH SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION**

JOB TITLE: **SITE-BASED WELLNESS FACILITATOR**
Short Term Position

REPORTS TO: Deputy Superintendent of Human Resources

CLASSIFICATION: Certificated or Classified **SITE:** All Sites

SALARY: \$1,650 Stipend per semester **WORK YEAR:** School Days +10

APPROVED BY THE BOARD OF TRUSTEES: May 5, 2013

JOB SUMMARY:

Under general supervision of the Deputy Superintendent of Human Resources, and the direction of the Health Services and Employee Wellness Lead, the Site-Based Wellness Facilitator will promote wellness activities and opportunities by assisting in the scheduling of classes and seminars, coordinating wellness competitions, encouraging participation, promoting teamwork, and fostering a health-conscious atmosphere at the designated site.

ESSENTIAL FUNCTIONS:

1. Facilitate Wellness Program events for your site in conjunction with the HR Department.
2. Develop site schedule of wellness activities.
3. Organize logistics for site initiatives and events.
4. Recruit and interview fitness class instructors and secure facility usage for wellness classes.
5. Organize employee on-site biometric screenings and health risk assessments.
6. Coordinate Wellness Program information and communication to staff members.
7. Encourage employees and students to participate in wellness related activities.
8. Cultivate teamwork and camaraderie in fitness and friendly wellness competitions.
9. Attend District Wellness Program meetings.
10. Assume a leadership role that promotes health and wellness to students and employees.
11. Submit at least one article highlighting wellness activity and/or achievement to the Savvy Source.
12. Survey site employees regarding the wellness program and submit a proposed plan that encompasses the feedback.
13. Summarize your achievements at the end of the year.
14. Create wellness events that promote inclusivity for all staff.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

- Site based staff member.
- Interest in and knowledge of good nutrition, fitness activities, and healthy lifestyles.
- Ability to use technological tracking.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

[SMUHSD Diverse Workplace Profile](#)

SMUHSD EQUITY VISION:

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT:

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of any emergency.