

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****PROFESSIONAL SERVICES & WELLNESS COORDINATOR****JOB GOAL**

To assist students and staff with information literacy tasks, computer resources, and professional resources in pursuit and fulfillment of district objectives while instilling a desire for lifelong learning and facilitate wellness programs for students who are identified as at-risk of failing, coordinates intervention and referral meetings/communication in any other tasks required by the School Based Mental Health Training Grant.

QUALIFICATIONS

1. Must have substitute teaching certificate.
2. Bilingual preferred.
3. Desire and ability to work with students.
4. Knowledge of Library procedures and management of resources preferred
5. Valid driver's license.
6. Knowledge of Genesis Student Information System preferred.
7. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES*Professional Services*

1. Maintain computer labs and usage calendars, Conference rooms usage calendar, and Student Wellness & Instructional Center and usage calendar.
2. As much as possible, assist students with computer issues.
3. Laminate items as needed.
4. Record and shelve magazines as they are received.
5. Maintain Center displays on a monthly basis.
6. Check-in and check-out books for faculty and staff.
7. Shelve books and maintain Dewey Decimal order.
8. Prepare new books for shelving.
9. Create posters for staff as needed.
10. Compile Student Wellness & Instructional Center Usage Statistics every semester.
11. Pull, inventory, and recycle books as necessary.
12. Maintain regular attendance.
13. Work in team environment.
14. Assist in all aspects of student data with regards to response to intervention programs.
15. Develop and maintain historical student and school data files to monitor and track performance.
16. Create and maintain accurate rosters in district assessment programs.
17. Extract and export database system information into different file formats for importing into other programs.
18. Create products to organize and analyze information from different operating systems—including standardized and classroom data.
19. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.

Wellness

1. Coordinate student wellness activities in the Wellness Center.
2. Coordinate displays pertaining to mental health/wellness.
3. Maintain records of wellness services provided in the Wellness Center.
4. Adhere to best practices in mental health/wellness guidance.
5. Coordinate wellness sessions for students as referred by school counselors, administration, etc.

ESSENTIAL SKILLS/ABILITIES

1. Strong analytical and organizational skills.
2. Ability to work with a high degree of accuracy and confidentiality.
3. Attention to detail with a focus on thoroughness and quality.
4. Ability to communicate successfully and professionally with district staff, parents, students and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
5. Proficient use of Microsoft Excel, Word, PowerPoint.
6. Excellent leadership and organizational skills and the ability to motivate.
7. Knowledge and understanding of program planning and evaluation, effective instructional strategies, and classroom management.
8. High integrity and ethical standards.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Ability to traverse school facility and grounds.

REPORTS TO

Principal, Chief Academic Officer, District Supervisors or their designee(s).

TERMS OF EMPLOYMENT

Salary as per CRBOE. September 1 to June 30 of each school year with possible summer hours.

EVALUATION

Performance of the job will be evaluated by the Principal, Chief Academic Officer, District Supervisors or their designee(s).

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **October 23, 2014**
 AMENDED: **May 25, 2017**
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