



WELLNESS CENTER TECHNICIAN

Board Adoption Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

The Wellness Center Technician provides supportive clerical services for students under the direction of assigned administrator(s) and student wellness specialist(s). The Wellness Center Technician supports the functions of the Wellness Center through planning, purchasing, organizing, developing, and implementing Wellness Center activities, events, and workshops.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Assists with coordinating and organizing Wellness Center meetings, activities, events, and workshops, including calendaring and distributing notices of meetings, preparing agendas, note-taking, collecting information, and following up on identified tasks.
- b. Collaborates with student wellness specialist in implementing and supporting prevention and intervention programs as part of Multi-Tiered Support System (MTSS).
- c. Creates and maintains complex records related to fiscal processes and procedures.
- d. Communicates rules and expectations to students.
- e. Collects teacher communication/reports as needed.
- f. Assists with student and/or parent contact for participation in Wellness Center activities and related services.
- g. Operates a guidance check-in desk, takes and directs phone calls and schedules appointments when appropriate.
- h. Maintains and publicizes the Wellness Center calendar of events and offered services, resources and speaker programs through various means including print, electronic messaging, and social media.
- i. Implements cooperative working relationships with students, parents/caregivers, staff, and community partners.
- j. Maintains records and/or student files as requested.
- k. Assist Student Wellness Specialists in coordinating and organizing events and meetings requested by parents, district or site staff, student wellness specialists, or community partners.
- l. Assists in processing and organizing documents necessary to make alternative therapy referrals.
- m. Initiates, maintains and reviews records, reports, and intake data, and materials for Wellness program reporting.
- n. Triage and de-escalate students and refer to the appropriate staff member.
- o. Assist the student wellness specialists with small group guidance activities in areas such as conflict resolution, anger management, peer mediation or substance abuse intervention.
- p. Attends workshops and conferences to update educational guidance and group facilitating skills.
- q. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

DESIRABLE QUALIFICATIONS

A commitment to learning various strategies and interventions needed to assist students in learning tools and strategies for optimal mental health and social emotional wellness.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operate data management systems including but not limited to student information system.
- Office terminology, procedures and equipment.
- Demonstrated ability to communicate orally and in writing (Spanish language skills desirable).

Ability to:

- Use basic keyboarding skills. Perform arithmetical calculations.
- Operate system commands on a microcomputer.
- Meet and deal tactfully with the public, staff and students. Follow school policies and procedures.
- Follow oral and written directions. Develop co-facilitator skills

REQUIREMENTS

- WORK YEAR:** Classified Employee (11 months/8 Hours per day)
- EDUCATION:** High School Diploma or GED (required)
College Coursework (preferred)
- EXPERIENCE:** Two (2) years of increasingly responsible clerical experience (required)
- OTHER:** Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks. Physical effort is light to moderate with frequent periods of standing or walking. Limited handling of light weight parcels or office supplies is also required.
- SALARY:** Classified Employee Salary Schedule Range 15
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance
- WORKING CONDITIONS:** Office and school environment. May be subject to constant interruptions and frequent contact with students. Subject to occasional noise from computer operation, and visual exposure to computer screens.