

**CLASSIFIED JOB DESCRIPTION**

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**WELLNESS PROJECTS SPECIALIST**

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**JOB SUMMARY:**

Under the direction of the Coordinator of Physical Education, Health, and Wellness, provides assistance with implementing wellness activities within the District. Coordinates and carries out efforts to adhere to various wellness related special projects.

**ESSENTIAL JOB FUNCTIONS:**

- Implements District and non-District funded special projects to ensure that each project is in compliance with District procedures and the requirements of the funding source.
- Trains relevant site staff in the implementation and evaluation of funded projects.
- Prepares a variety of written materials (e.g., newsletters, reports, logs, memos, flyers) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Establishes and maintains cooperative and effective working relationships with District staff and grant partners.
- Plans, organizes, and implements wellness activities at school sites and Districtwide.
- Maintains and updates information on parenting resources and services available in the community.
- Provides parents/guardians with information on wellness services and resources.
- Assists with presentations, trainings, and meetings to support wellness initiatives.
- Acts as a liaison between families, school, communities, and the District.
- Maintains accurate records of all activities for the purpose of reporting to the Board of Education, as well as the District and state auditors.
- Attends District and interagency meetings.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- High school diploma or GED required. Bachelor's degree preferred.
- Knowledge of current theories, techniques, research, and methodologies related to health and wellness.
- Ability to:
  - Communicate effectively in written and oral correspondence.
  - Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
  - Exercise leadership through the use of organizational and interpersonal skills.
  - Establish and maintain cooperative professional working relationships.

*Classified Salary Schedule: Range 40*  
*BOARD APPROVED: 05/18/16*  
*REVISION DATES: 09/12/18*  
*07/18/23*  
*08/09/2023*