



# RUSD

**RIVERSIDE UNIFIED  
SCHOOL DISTRICT**

**TITLE: WELLNESS SUPERVISOR  
(TEMPORARY - Grant funding to be reviewed annually  
up to 2 years maximum)**

**RANGE: S-37**

**PRIMARY FUNCTION:**

Under the direction of the Director, Wellness and Engagement; participate in the coordination of the District Wellness Initiative; participate in adherence of District policies and procedures and supervision of assigned staff; provide support to the District team of Student Assistance Program Counselors, and manage and participate in family and community partnerships focused on services to students

**REPRESENTATIVE DUTIES:**

- Contributes to improved student success by working collaboratively with site and district personnel in methods to improve student outcomes.
- Supports the establishment and maintenance of a system of supports that includes evidence-based practices, referral and screening process, progress monitoring, and tracking.
- Supports thoughtful and systematic implementation and sustainability of the Wellness Initiative.
- Assists with the development, implementation, and coordination of social, emotional, and mental health support in schools.
- Assists with supervision of the Student Assistance Program team and coordination of activities.
- Assists with program monitoring and evaluation.
- Oversee grants associated with the Wellness Initiative.
- Supports the billing process.
- Assists with response to emergencies.
- Serves as liaison with other departments, services, and agencies.
- Performs other related functions as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

The responsibilities within the Student Assistance Program (SAP) and School, Family and Community Partnerships.

Individual, group, and family therapeutic services.

Evidence-based practices to support students and families.

The associated California Education Codes and applicable law as well as RUSD Board Policies and Administrative Regulations.

Philosophy, principles and practices of Positive Behavior Intervention and Support (PBIS).

Behavioral principles and practices related to children.

Community support services that positively impact students.

Providing parent workshops associated with social, emotional and mental well-being.

Data collection, record keeping, and techniques for data representation and reporting.

Correct English usage, punctuation, spelling, grammar and math.

Interpersonal skills using tact, patience and courtesy.

Communication skills.

Proper supervision and evaluation of staff.

First aid and CPR procedures.

Health and safety regulations.

**Ability to:**

Ensure District compliance with applicable laws, rules, regulations and policies related to the Student Assistance Program (SAP) and School, Family, and Community Partnerships.

Supervise the activities of Student Assistance Program (SAP) Counselors.

Communicate effectively orally and in writing.

Direct, train and evaluate the work of staff.

Resolve conflicts and competing priorities.

Establish and maintain effective working relationships with students, parents, staff, and community agencies.

Use a computer and a variety of software programs.

Analyze situations to define issues and draw conclusions.

**EDUCATION AND EXPERIENCE:**

Master's Degree in Psychology/Social/Behavioral Sciences, Education or related field and three (3) years' experience in case management, social work, and at-risk families. Experience in a supervisory role is desirable.

Bilingual ability, preferred.

**CERTIFICATES/CREDENTIALS/LICENSES:**

One or more of the following licenses or credentials are required:

Licensed by the California State Board of Behavioral Sciences or the California Board of Psychology as a Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW), Professional Clinical Counselor (LPCC), or Clinical Psychologist (LCP).

Valid California driver's license.

Requires use of personal automobile, and the possession of a valid California Driver's License and proof of current and appropriate auto insurance coverage.

Valid First Aid and CPR (Cardiopulmonary Resuscitation) Certificate required.

## **WORKING CONDITIONS:**

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration