PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6030
Pay Grade: E04

FLSA: Exempt
PTS

COORDINATOR, EMPLOYEE WELLNESS

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in public health, physical education, nursing, or related field and three (3) years related experience. Demonstrated knowledge of the principles and practices of health and wellness promotion, health education and disease prevention / management. Demonstrated good skills in written, oral and motivational communication. Must be able to work independently and within a collaborative environment. Possession of a valid State of Florida Class "E" driver's license. Flexible schedule and local travel required.

PREFERRED:
Certification through the American Dietetic Association, American College of Sports Medicine or the National Commission for Health Education Credentialing. Experience coordinating an employee wellness program is preferred. Demonstrated skills in computer usage.

MAJOR FUNCTION

Responsible for developing and coordinating an employee wellness program designed to improve the health and wellbeing of district staff. Facilitates individual schools/worksite wellness activities aligned to the district wellness program. Conducts training and facilitates educational programs focused on employee health and wellness.

ESSENTIAL RESPONSIBILITIES

- Assists the Supervisor Employee Benefits & Workers Compensation in aligning the department's mission and goals to the district's strategic plan.
- Uses collaborative leadership style, quality principles and partnerships in the administration and communication of the district's employee wellness program.
- Develops and coordinates an employee wellness program focused on fitness, exercise, nutrition, and healthy lifestyles.
- Continually assesses the needs and interests of employees.
- Creates awareness and promotes participation by developing creative strategies that increase participation at both the district and school/worksite level.
- Recommends and coordinates program rewards, incentives, and recognition systems.
- Conducts training and facilitates educational programs in partnership with local health agencies, business partners and other available resources.
- Coordinates the Health Risk Assessment process and promote the health carrier's Disease Management programs to staff and family members.
- Maintains appropriate, complete, and accurate records on all wellness programs and participation.
- Monitors effectiveness of programs, including return on investment results.
- Works with vendors to conduct training and provide written material as required.
- Develops communication tools and training programs regarding wellness and other health matters.
- Serves as a resource to management and schools on employee wellness related matters
- Utilizes microcomputer software and mainframe computer applications to produce written programs and correspondence, and to develop and maintain appropriate databases.
- Facilitates activities of the District's Employee Wellness Committee and participates on the School Health Advisory Committee (SHAC).
- Serves as liaison to Employee Assistance Program.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/06 AK; BOARD APPROVED: 9/26/06; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

COORDINATOR, EMPLOYEE WELLNESS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				