

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: District Wellness Coordinator

Schedule / Grade: Salary Support Staff / 6

Job Code: 98COORD282

FLSA: Exempt

Calendar: SEC10

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/23/2026

Purpose

The District Wellness Coordinator will work closely with the Chief Financial Officer and the District Wellness Committee to improve the health and wellness of students and staff through wellness initiatives, programs, and education.

Essential Responsibilities and Duties

- Lead the development, implementation, and ongoing evaluation of the district's comprehensive wellness program for students and staff.
- Design and coordinate wellness initiatives that support employee well-being, morale, retention, and engagement.
- Collaborate with counselors, social workers, nurses, and administrators to support student mental health and wellness initiatives.
- Support implementation and review of the district's Local School Wellness Policy in compliance with state and federal requirements.
- Assist with monitoring compliance related to nutrition, physical activity, mental health supports, and wellness education.
- Collaborate with district leadership to recommend updates to wellness-related policies, procedures, and practices.
- Maintain documentation and data related to wellness initiatives for reporting and accountability.
- Serve as a connector between student services and district wellness goals.
- Plan and facilitate professional development related to wellness, mental health awareness, self-care, and supportive school environments.

- Establish and maintain partnerships with local health agencies, mental health providers, nonprofits, universities, and community organizations.
- Serve as a liaison between the district and community wellness initiatives.
- Evaluates district wellness needs, utilization of resources, and the impact of wellness initiatives on students and staff through data collection, needs assessments, and analysis to guide continuous improvement.
- Develop and distribute wellness communications (emails, newsletters, website content, social media collaboration).
- Promote awareness of available wellness resources, supports, and programs.
- Serve on district committees related to wellness, health, mental health, and school climate.
- Identifies wellness funding sources to support wellness initiatives and programs
- Coordinates and manages the district's CPR training program, including required employee training, certification tracking, record maintenance, and compliance monitoring.
- Must have computer skills and functioning knowledge and/or ability to learn district software skills
- Works cooperatively with all employees, scholars, and parents
- Is service and team-oriented and demonstrates a positive and enthusiastic personality and excellent customer service skills
- Adheres to all policies and procedures applicable to the position, department, and CPS Board of Education Regulations
- Participate in continue professional development to maintain accreditation
- Perform other duties as assigned by the Chief Financial Officer

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Chief Financial Officer

Supervises: None

QUALIFICATIONS

Minimum: Bachelor's degree with emphasis in public health, social work, health education, human services, or related field.

Preferred: Minimum of three years' experience in the area of public health, social work, health education, human services, or related field.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Provide clear and complete instruction, Read and comprehend simple instructions, short correspondence and memos in English; Write simple correspondence; Communicate one on one and in small groups; Maintain appropriate relationships with students and coworkers. These are essential functions of the job.

Computation: Add, subtract multiply and divide and perform those operations using units of US Currency, and weight, volume and distance measurements. These are essential functions of the job.

Reasoning: Comprehend and follow detailed but basic written or oral instructions; Solve simple problems with few variables in stable conditions. These are essential functions of the job.

Technology: Operate a computerized cash register, department specific software and Microsoft outlook. These are essential functions of the job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands: An individual who holds this position must have the ability to frequently walk short distances, continuously stand, frequently bend or twist at the neck and torso, continuously grip, Frequently reach, stoop, kneel and crouch, frequently lift 10-25 pounds and occasionally lift up to 50 pounds, frequently use close and peripheral vision. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit and between 15-32 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer