**WELLNESS COORDINATOR**
JOB DESCRIPTION

# JOB INFORMATION

TITLE: Wellness Coordinator

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| EMPLOYEE GROUP: | Extra Duty Assignment - Classified | ADDITIONAL JOB CODES: 415 |
| SHIFT: | Outside of Regular Duty | |
| TERM OF EMPLOYMENT: | Not Applicable | |
| HOLIDAYS: | As Per School Calendar | |
| LOCATION(S): | As Assigned | |
| RATE OF COMPENSATION: | Hourly Wage | |
| FSLA: Exempt X | Non-Exempt _____ | |
| Last Edited On: | 06/11/2026 | Board Approval Date: 08/03/2026 |

# ORGANIZATION

DEPARTMENT: Classified REPORTS TO: Director of Curriculum and Instruction

*Term: The Wellness Coordinator will assume this responsibility for a five-year term. At the conclusion of the five-year term, the position will be re-opened for interested individuals to apply.*

# JOB SUMMARY

QUALIFICATIONS
a. Wellness Coordinator must be a Big Spring School District employee.

SUMMARY
The Wellness Coordinator must be able to interact positively with individuals and work collaboratively within a team environment and must be committed to the district's vision for holistic wellness and professional development for staff.

# ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES:
a. Wellness Professional Development Leadership

RESPONSIBILITIES

a. Provide strategic leadership on the Wellness/Professional Development Committee to define wellness related professional development opportunities;
b. Partner with the Director of Curriculum and Instruction on wellness budget items;
c. Work collaboratively with the Director of Curriculum on special projects, grant application process, updates on classes including timelines, enrollment, and payment;
d. Develop surveys for staff to help determine future wellness initiatives;
e. Deliver clear, timely updates to district staff on wellness opportunities and information;
f. Coordinate specific building level activities with appropriate staff and administration to ensure unified district-wide goals and wellness activities;
g. Serve as the primary liaison between the Big Spring School District and wellness providers/organizations/class instructors, including attending partner meetings as necessary;
h. Attend all Wellness/Professional Development Committee meetings; and
i. Submit time sheet to Director of Curriculum and Instruction for compensation.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Director of Curriculum and Instruction and/or Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings
b. Work may take place in other work locations outside of the contracted day

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be able to interact well with various publics and individuals.
b. Must be able to work as a member of a team.
c. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications 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 the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.