

Mountain View Whisman School District Human Resources Department	Job Title: Health and Wellness Coordinator
Classification: Certificated Management	Reviewed & Approved by the Board of Trustees on

Position Description

Under the direct supervision of the Superintendent or Designee the Health and Wellness Coordinator will support the planning, implementation, and evaluation of the District's PK-8 Health and Wellness program in order to improve the health and wellness of all students and staff at each school site in the district.

The Health and Wellness Coordinator will lead the efforts of the district Wellness Committee to provide support of health and wellness services at school sites. The Health and Wellness Coordinator also assures compliance with laws, codes, and regulations related to student attendance; support and wellness services; and performs related work as required to ensure that all programs are in alignment with providing effective and efficient delivery of support services for students and families. The Health and Wellness Coordinator facilitates ongoing communication among parents and guardians, students and staff to ensure that support services and programs are integrated into the school setting.

The Coordinator remains current on trends in wellness services, including the latest educational research findings, and brings successful practices to the District that promote wellness and services for students and staff. The position provides direct support to site leadership to help address the needs of students who require additional support, including coordination with parents, community agencies, and partner districts. The position supports the schools and staff to improve the academic achievement of all students by creating an equitable and inclusive learning environment.

Education & Experience

- Demonstrated school site administrative or comparable experience required
- Demonstrated experience promoting wellness initiatives for school or students

REQUIRED EDUCATION:

- Current and valid California Administrative Services Credential
- Bachelor's Degree

DESIRABLE QUALIFICATIONS:

- Master's or Doctorate Degree
- Licensed LCSW, LMFT or LPCC
- Broad knowledge of student support services and strategies that promote a comprehensive wellness program for PK-8 students
- Bilingual in Spanish

Qualifications

Ability to:

- Establish and maintain cooperative relationships with administrators, teachers, staff, parents and students.
- Lead and work collaboratively with PK-8 administrators and teachers.
- Plan, organize, and direct school initiatives that support District goals
- Understand current trends emerging in mental health and educational research
- Communicate clearly to individuals and groups.
- Facilitate meetings (administrative, parent, teacher, staff, community, etc.)
- Write clearly (statistical and narrative reports, memos, etc.)
- Work collaboratively and independently
- Meet deadlines
- Maintain records

- Proficient use of Microsoft Excel and spreadsheets

Examples of Duties & Responsibilities

- Works with the Superintendent and senior management to design and implement the District's vision and plan for wellness
- Supports the development and implementation of District policies and regulations related to Health and Wellness, Student Attendance, Social Emotional Learning and other applicable programs.
- Plans and directs health and wellness related trainings to be presented at staff orientation, workshops, student classes or assemblies, conferences, and/or in-service sessions
Provides leadership and support that contributes to improved District and school culture
- Collaborates with site staff (including administration, school counselors, school psychologists, special education, nurses, teachers, and classified school staff) to ensure implementation and alignment of wellness programs and services on site
- Promote health and wellness school-wide and support overall school climate
- Develop and implement ongoing wellness outreach and communications to school staff, students, parents, and community
- Coordinate the provision of case management, 1:1 counseling, CHAC services, and District's Suicide prevention policies and procedures including the crisis responses teams.
- Assist with ongoing data collection including wellness evaluation surveys
- Reports to the Board of Trustees, administrators, parents and community, teachers and staff on issues related to Health and Wellness
- Serves as a member of staff, student, community committees as assigned by the Superintendent or designee
- Performs other duties as assigned.

Physical Demands and Working Conditions

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 the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Supervised by: Chief Academic Officer
Evaluated by: Chief Academic Officer