



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **District Wellness Manager**  
 Job Family: **Support Services**  
 Prepared/Revised Date: **April 24, 2018**

FLSA Status: **Exempt**  
 Pay Range: **SS60Y**  
 Job Code: **33545**

**SUMMARY:** Responsible for providing leadership, direction and management for Poudre School Districts student and employee wellness programs. Oversee a comprehensive and integrated program that aligns with the PSD Wellness Policy and Board of Education District Ends Statement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Direct and manage the PSD Employee Wellness program, including but not limited to, wellness portal, onsite flu shots, biometric screenings, health assessment, challenges, and incentive programs for all PSD employees. Represent PSD Wellness within the Integrated Health Management System, including program development, data collection and evaluation, and collaboration with other management system components. Provide program information as needed to Superintendent's Cabinet.	D	22%
2. Direct and manage the PSD School Wellness program, including but not limited to, development, implementation and evaluation of programs, PSD Wellness Policy, school and student wellness teams, funding support and provide assistance to school wellness leaders. Support the integration of school and employee wellness.	D	22%
3. Direct, develop, implement, manage, and evaluate student and employee wellness programs to meet PSD's wellness vision and the CDC's Whole School, Whole Community, Whole Child model.	D	20%
4. Attend work and arrive in a timely manner.	D	1%
5. Oversee PSD Wellness Department budget and grants including implementation, data collection, budget, work plans, and reporting requirements.	M	10%
6. Provide technical assistance and professional development to schools and district locations regarding wellness programs, including overview of the wellness portal, incentive program, district challenges, school wellness team programming, and district wellness policy.	M	5%
7. Manage Health and Wellness data collection such as Healthy Kids Colorado, Smart Source, Employee Wellness need assessment, and grant specific work.	M	5%
8. Chair the Wellness Advisory Council for Schools (WACS) including managing work related to district health and wellness initiatives.	M	5%
9. Manage marketing and communication for PSD Wellness programs.	M	5%
10. Represent PSD Wellness on various internal, community, and regional health and wellness committees as it pertains directly to PSD Wellness. Collaborate with Curriculum Department regarding student health curriculum and related programs.	M	4%
11. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in health, exercise science, nutrition or dietetics or related field required
- Five years of related experience in the wellness, health-related field required
- Experience in a school system preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Presentation and facilitation skills
- Program development and project management skills
- Data collection and evaluation methods and tools skills
- Knowledge of medical plans, preventative programs and benefit policies, regulations and laws
- Interpersonal relations skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	none	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Loud	
Very Loud	