



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Health Education & Wellness Coordinator** FLSA Status: **Exempt**  
 Job Family: **Program Specialist** Pay Range: **PS80Y**  
 Prepared/Revised Date: **November 2, 2016** Job Code: **33550**

**SUMMARY:** Responsible for supporting the Poudre School District Wellness Department in offering a comprehensive school and employee wellness program. This includes supporting school wellness teams with the whole school, whole community, whole child model, overseeing school health improvement plans, implementing relevant professional development, providing communication and marketing efforts, and assisting with overall program evaluation. Manage and implement district-wide student health curriculum, multiple grants, and student based health and wellness training. Work with schools to ensure full implementation of the PSD Wellness Policy.

**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. Develop district wide wellness programs for students in PSD that provide program continuity with feeder middle and high schools and align with the PSD Wellness Program. Assist school wellness teams with developing School Health Improvement Plans including the design, organization and implementation of school based health and wellness events, student and employee wellness programs, and school gardens.	D	25%
2. Plan, coordinate, implement and facilitate health and wellness professional development for staff including individualized/school specific wellness trainings, Brain Based Learning trainings, RMC training, Read for Health training, employee wellness trainings, and the annual PSD Wellness Workshop. Serve as a project lead and instructor for neuro-considered learning trainings and Summer Institute.	D	15%
3. Provide grant management and oversight for the Colorado Department of Education Health Education Grant, mini grants and kinesthetic classroom grant. Collect, review and provide required data for grant reporting requirements. Assist Wellness Director with other grant implementation that will further wellness related work.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Plan, implement and manage student health curriculum content. Facilitate and support text book adoption and materials. Work with teachers and other staff to review and revise the Human Growth and Development curriculum and create a common assessment and post assessment. Create, manage and maintain an online resources.	W	15%
6. Promote and communicate health and wellness programs; create marketing materials including flyers and newsletters, utilize social media and manage the wellness department website. Provide information and resources for staff that is centrally located, updated and readily available.	W	10%
7. Support PSD Employee Wellness programming including but not limited to onsite flu shots, health and biometric screenings, health assessments, challenges, wellness portal maintenance and incentive programs both with district programming and school wellness team programming.	W	5%



8. Collect, organize, analyze and report data for wellness programs, reports and grants. Coordinate surveys when appropriate, maintain an organized record keeping system and present data to support the work of the Wellness Department and program goals.	M	10%
9. Attending meetings, trainings and participate in relevant and recent professional development to keep updated on current student and employee health and wellness trends. Serve on the Wellness Advisory Council for Schools (WACS) as a standing member and participate on multiple district and community councils and committees.	M	5%
10. Plan and organize the Youth Wellness Summit Advocacy Training for students. Organize student representation on all school wellness teams and train high school students to be peer mentors for student health and wellness content.	A	2%
11. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Health, Wellness, Nutrition or related field
- At least three years of experience in wellness, education, or nutrition programming
- School wellness experience strongly preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license
- CPR and First Aid certifications

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Presentation and group facilitation skills
- Ability to maintain confidentiality in all aspects of the job
- 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
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities	



**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
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			



<b>VISION DEMANDS:</b>	<b>Required</b>
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)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	