



JOB DESCRIPTION

Job Title: **Wellness Coordinator**

Position Type: <b>Certified</b>	Department: <b>School</b>
Salary Schedule: <b>Certified</b>	Location: <b>Campus</b>
Reports to: <b>Principal</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>December 9, 2024</b>

**POSITION SUMMARY:**

The Wellness Coordinator will work with the Principal and School Counselor to facilitate social emotional wellness among students and staff.

*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.*

**ESSENTIAL FUNCTIONS:**

- Works in collaboration with Principal, AP/ Dean and School Counselor
- Monitors and mentors students in the program for the purpose of social and emotional well-being, perpetuating students’ academic and behavioral success.
- Assists the Principal and School Counselor with skill building curriculum, Check in/Check Out needs, mindfulness and breathing techniques and overall school wellness.
- Provides staff with wellness information along with mindfulness activities.
- Assists the Principal with parent involvement activities.
- Communicates regularly with parents and staff about the wellness program.
- Accountable for the organization and maintenance of materials to support wellness and community partnerships.

**ASSESSMENT, PROGRESS MONITORING, AND DATA:**

- Assesses and progress monitors students involved in the wellness program
- Compares and contrasts students’ behavior and engagement compared to last year’s students’ performance.

- Track students from wellness program classroom to enrollment at next level.

**PROFESSIONALISM:**

- Communicates clearly and effectively with parents, students, staff, and administrators.
- Provides school wide support with respect to implementing Wellness instructional strategies in the classroom.
- Demonstrates organizational skills and follow through.
- Works collaboratively with all staff members.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school district and at campus level.
- Meets any additional specific job requirements as indicated by the school.
- Completes other job related duties as assigned by the supervisor.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates skills to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance and follow department/school expectation for professional dress.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*