



JOB DESCRIPTION

JOB TITLE: **Wellness Specialist**

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| Position Type: <b>Classified</b>     | Department: <b>Food &amp; Nutrition</b>             |
| Salary Schedule: <b>Classified</b>   | Reports to: <b>Food &amp; Nutrition Coordinator</b> |
| Salary Range: <b>38</b>              | Location: <b>Materials Distribution Center</b>      |
| Term of Employment: <b>12 months</b> | Date: <b>April 19, 2018</b>                         |
| Shift: <b>Day</b>                    | Approved by: <b>Human Resources</b>                 |

**POSITION SUMMARY:**

*Facilitates the implementation of school and worksite wellness programs throughout the Deer Valley Unified School District (DVUSD) including: student wellness, staff wellness, community wellness and other nutrition and wellness activities. Provides onsite school wellness team guidance and support including development, implementation and assessment of each site's wellness policy. The Wellness Specialist provides critical support in developing advocacy, policy approaches and guidance to advance DVUSD's commitment of student health and wellness. This position is responsible for the development, implementation and management of the policies, programming and professional development to achieve wellness goals of the District.*

*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 may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

**Wellness Policy**

- Facilitates Leaders in School Wellness Subgrant (LSWS) execution and serves as a primary LSWS project coordinator.
- Acts as wellness point person for DVUSD.
- Collaborates with relevant District departments to ensure internal alignment of efforts to achieve District wellness goals.
- Serves on District's Wellness Policy Committee (WPC) and collaborates with committee on researching, planning, implementing and assessing the Wellness Policy (WP).
- Provides outreach, guidance and support to schools within the District to achieve the school, student and staff wellness goals and full implementation of the District WP.

- Be familiar with and be able to train and assist all schools with completing Arizona Department of Education's Activity and Assessment Tool. Collect, compile, analyze, interpret and apply data relevant to school wellness programs, including the annual policy assessment for each school.
- Communicates to community regarding events and provide WP notifications.

### **Community Wellness**

- Advocates for student, family and staff wellness with community groups and organizations.
- Assesses resources and partnerships available on campuses, in the district and around the community to best utilize resources in reaching health and wellness goals.
- Researchs best practices and successful models for school wellness programs.
- Recruits students Student Wellness Committee (SWC).
- Coordinates and attends SWC meetings.
- Attends all required meetings, trainings, workshops, conference calls and other related events.
- Responsible for adhering to budget constraints and completing all financial recordkeeping in a timely manner.
- Maintains clear communication channels with all personnel.
- Maintains DVUSD Wellness webpage and social media sites.
- Ensures nutrition and wellness programs and resources are marketed to all stakeholders.

### **District Office**

- Develops grant work plans and fulfill reporting documentation to satisfy grant requirements.
- Leads and/or assists with grant writing to continue to expand school wellness programs.
- Assists with writing and distribution of quarterly Food & Nutrition Wellness Newsletter.
- Coordinates and assists all schools with third party health and wellness awards. Promotes benefits to schools of reaching highest award levels.
- Monitors nutrition, health and wellness messages put out to stakeholders are evidence based and from reputable sources.

### **School Wellness**

- Conducts trainings with school staff on nutrition and wellness topics.
- Prepares and assists with distribution of educational materials to families regarding school meal programs prior to school start.
- Develops a written plan and coordinates execution of nutrition education lessons.
- Coordinates completion of FFVP Diaries, KAN-Q survey and other surveys as deemed appropriate.
- Acts as nutrition liaison for all schools in the District hosting wellness events and/or health/science fairs to provide resources and speakers.

- Educates staff, students and families regarding links between healthy eating, overall wellness, disease prevention, physical performance and achieving academic potential through multiple forms of communication and a minimum of one culinary training at each grant participating site.

### **Kitchens**

- Assists with development and testing of new recipes each year focusing on USDA vegetables subgroups.
- Trains school kitchen managers on conducting taste tests and coordinate taste tests each school year.
- Provides on-going training to school nutrition staff on Smarter Lunchroom techniques at all schools in addition to one Manager's Meeting per school year.
- Assists with continued evaluation of Smarter Lunchroom techniques and assists kitchen managers with implementing additional techniques.
- Executes and/or coordinates updating of bulletin boards and other nutrition education material in school cafeterias.
- Assists all kitchen managers with idea formulation and resources to provide nutrition education materials in all cafeterias across the District.

### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **SUPERVISORY RESPONSIBILITIES:**

- Directs, supervises and monitors site cafeteria managers to ensure

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

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Ability to obtain ServSafe Certification or Sanitation Worker card within 6 months of employment.
- Current valid AZ driver's license.

**EDUCATION AND/OR EXPERIENCE:**

- Preferred bachelor's degree in Nutrition, Food Science, Health Promotion, Health Education, Physical Education/Kinesiology or related field OR associate's degree in fore-mentioned fields with relevant experience.
- 2 years relevant experience preferred.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or more up to 30 pounds.
- 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.

**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.*