WINOOSKI SCHOOL DISTRICT Job Description

Job Title: Coordinated School Health Team Coordinator

Date Approved/Updated: February 16, 2011

Location: Winooski School District

Job Group: Non Certified, Non Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: Promotes school wellness initiatives through a partnership with the Vermont Department of Health.

Essential Duties and Responsibilities:

Facilitates and coordinates school health team meetings.
Facilitates and coordinates annual MAC plan.
Coordinates Wellness Fair.
Manages MAC budget for wellness activities.
Facilitates and coordinates school wellness index assessment tool in collaboration with Vermont Department of Health.
Participates as a member of the Food Service Committee for the WSD.
Contribute to District News! or website quarterly

Supervisory Responsibilities include: addressing complaints and resolving problems, planning, assigning, and directing work

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

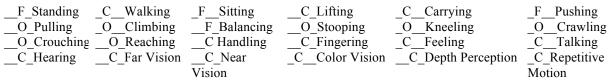
Education and/or Experience: High School diploma Certificates, Licenses, Registrations: Language Skills: Good oral and written communication skills Mathematical Skills: General math abilities Reasoning Ability: Ability to problem solve Other Skills and Abilities: Strong organization and time management skills

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:



C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

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Sedentary Work	Light Work X	Medium Work	Heavy Work	Very Heavy Work			
Lifts up to 30 lbs	Frequently lifts up to	Frequently lift/carry u	Frequently lift/carry u	Frequently lift/carry up			
Walks/stands	10 lbs. Frequently	to 25 lbs.	to 50 lbs.	to 50 lbs or more.			
occasionally	walks/stands.						

Work Environment:

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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N_Exposure to	_NExtreme	N_Extreme	_N_Noise _N	Dust, vapors,
weather	heat	cold	fumes	
<u>F</u> Time constraints	F_Public contact	_F_Deadlines	_NTravel _C	Inside work

Terms of Employment: School year position

Compensation: Stipend - \$4,000.00

Evaluation: Vermont Health Department funds this position through Medicaid funds. They will evaluate the program on an annual basis as part of the grant. The Coordinator will provide the Superintendent with a year- end summary of wellness activities and events