Date Approved/Updated: June 17, 2014

Location: District Wide

Job Group: Support Staff, Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: The Wellness Coordinator will provide leadership and support for all Winooski schools in the planning, implementation, coordination, and evaluation of curricular programs and school-based initiatives.

Essential Duties and Responsibilities:
1. Oversee the district’s existing Wellness policy and make recommendations for revision.
2. Collaborate with students, staff, parents and supporting agencies to design and implement a thoughtful and comprehensive wellness plan for students and staff.
3. Manage existing wellness programs and initiatives.
4. Collaborate with the district food service provider, VT Department of Health, Blue Cross/Blue Shield and other relevant organizations on health initiatives.
5. Coordinate media outreach to increase public awareness of district wellness initiatives.
6. Other duties as assigned.

Supervisory Responsibilities include: There are no supervisory responsibilities

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: Minimum of a Bachelor’s Degree.

Language Skills: Excellent verbal and written communication skills. Ability to read and understand general periodicals and/or professional journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers/staff, students and the general public.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to carry out instructions furnished in written or oral form.

Other Skills and Abilities:
**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:

<table>
<thead>
<tr>
<th>Physical Effort:</th>
<th>Please indicate on the continuum the requirements of this position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedentary Work</td>
<td>XX</td>
</tr>
<tr>
<td>Lifts up to 30 lbs lifts</td>
<td>F</td>
</tr>
<tr>
<td>Walks/stands</td>
<td>O</td>
</tr>
<tr>
<td>occasionally</td>
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</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Work Environment:</th>
<th>Please indicate the requirements of this job:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>F</em> Exposure to</td>
<td><em>O</em> Extreme heat <em>O</em> Extreme cold <em>O</em> Noise</td>
</tr>
<tr>
<td>weather</td>
<td><em>O</em> Dust, vapors, fumes</td>
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<tr>
<td><em>F</em> Time constraints</td>
<td><em>F</em> Public contact <em>F</em> Deadlines <em>F</em> Travel <em>F</em> Inside work</td>
</tr>
</tbody>
</table>

**Terms of Employment:** Salary or Hourly Wage and work year to be established by the Board or Designee.

**Compensation:** Per negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.