

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Wellness Program Supervisor	REPORTS TO:	Program Manager, Health and Wellness
DEPARTMENT:	Nursing and Wellness	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 AASD Supervisors'
ISSUED:	July 1, 2016		

BASIC FUNCTION:

Organize, develop, implement and monitor the district-wide Wellness Center Program in addition to other district wellness initiatives; supervise assigned staff in various locations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Organize and develop wellness centers in collaboration with district and community stakeholders that are customized to the needs of each district cluster. **E**

Develop and maintain Wellness Center spaces in collaboration with the district Facilities and Planning Department. **E**

Develop and implement internal and external marketing plans and materials to promote districtwide wellness in collaboration with the district Communications Department. **E**

Connect, build and maintain positive working relationships with a broad range of community members, including underserved populations to increase awareness of the district Wellness Center Program. **E**

Attend community events, forums, and other activities related to the Wellness Center Program to promote visibility in the community. **E**

Train, supervise, and evaluate the work of assigned staff who will each be responsible for a Wellness Center location(s) within the district. **E**

Develop, implement, and evaluate capacity-building wellness trainings for district staff, students and their families. **E**

Coordinate the planning and organization of district-coordinated School Health Council meetings. **E**

Assist with developing, updating and revising policies and procedures related to assigned functions. **E**

Interpret district policies, procedures and state law related to student and staff wellness. **E**

Develop systems for tracking utilization and evaluating Wellness Center Program effectiveness, including the development and presentation of monthly related reports. **E**

Assist management with developing and maintaining an annual budget. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to graduation from a recognized four-year college or university with a degree in nursing, health sciences, nutrition, public health, human or social services, and five years of recent field experience working with educational institutions, and developing partnerships with local organizations and service providers.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license, and availability of private transportation. This position has the potential for frequent evening and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The Child Nutrition and WIC Reauthorization Act of 2004.
The Healthy, Hunger-Free Kids Act of 2010.
USDA Nutrition Standards for School Meals.
Coordinated School Health Program Model.
California Physical Education Framework and Physical Activity Guidelines.
General school district operations, challenges and role within the community.
Modern office procedures and methods.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Effectively plan and organize work.
Communicate effectively orally and in writing.
Meet schedules and time lines.
Train and evaluate the performance of assigned staff.
Prepare complex reports and correspondence.
Speak effectively and professionally in public.
Establish and maintain professional, cooperative working relationships with all levels of staff and the public.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Work effectively with populations representing diverse backgrounds, life experiences and abilities.
Operate computers and related software applications (Microsoft Office including Word, Excel, PowerPoint, and Outlook), and other standard office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Job Code 6921

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