

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/31/22



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report           ☐ Old Business           ☐ Superintendent's Report  
**Action:**        ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State           ☐ Travel In State           ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters           ☐ Other:  
                    This action request pertains to ☐ Elementary (only)    ☒ High School/District Wide

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**Date:**        8/22/2022

**To**            School board Members

**From:**    Corrina Guardipee-Hall ED.S.  
**Title:**      Superintendent

**Subject:** Create Wellness Coordinator Position 2022-2023

**Description:** With our Wellness committee work and all that we did in this area it is necessary to have one coordinator for the district.

**Financial Impact:** \$5,000.00 stipend

**Funding Source (Budget/grant, etc.):** ARC ESSER III

**Attachment(s):** Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



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## Wellness Coordinator

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### Summary of Functions

Wellness coaches assist Browning Public Schools staff and students in finding new ways to inspire healthier habits through health & wellness. The position will work closely with administration, principals and directors in promoting wellness and helping individuals realize their personal best. Wellness coaches are responsible for developing relationships with BPS staff and students assisting them through the process of actively working towards better health by providing support, encouragement, and education.

### Duties and Responsibilities

1. Quarterly Report- (Staff, Student)
2. Attend Bi-Weekly Meetings
3. Bi-weekly Newsletter
4. Staff>Self Care check in/ 1 per week - School Climate
5. Planning activities- (Staff, Student)
6. Training
7. Tracks a report on student and staff wellness policy.
8. Coordinate respective building activities for students and staff
9. Provide excellent staff/student service by exceeding expectations; greet and acknowledge all staff/students to encourage wellness participation.
10. Monitor the wellness room/lounge as staff/students use the equipment to ensure their general safety and equipment function; enforces all member codes of conduct, rules and policies including, but not limited to, age restrictions, dress codes, language and proper use of equipment and facilities.
11. Demonstrates correct stances, posture, alignment and technique during wellness consultation and healthy lifestyles sessions; Shows safe, effective ranges of motion and exercise control. Demonstrates strength & endurance maintaining role-model form throughout.
12. Completes daily cleaning tasks as assigned, and records their completion.
13. Take professional initiative to offer information, promote and sell personal training and additional School District health & wellness services & programs.
14. Integrate the mission of the school district and follow the core values of honesty, caring, respect and responsibility into the healthy living aspect of job responsibilities.
15. Understand the prevention, detection, and treatment of musculoskeletal injuries, basic emergency procedures, and the legal and professional responsibilities of wellness coaches.
16. Accurately uses software to enter in staff member availability, member appointments and any and all other data necessary

17. Any and all other duties assigned by supervisors.

### **School District Competencies (Leader)**

Mission Advancement: Models and teaches the School District's values.

Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives.

Builds relationships to create small communities.

Empathetically listens and communicates for understanding when negotiating and dealing with conflict.

Effectively tailors communications to the appropriate audience.

Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions.

Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **Organizational Relationships**

Supervised by and reports to the superintendent & assistant superintendent

### **Qualifications and Skills**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Proficient with desktop computers.
- Ability to interact positively with students, staff and community.
- Excellent communication, problem solving and organization skills.
- Ability to work with others and without close supervision.
- Previous experience teaching or working in a school environment with students.
- Good work habits.
- Lifelong learning.
- Goal setting.
- Entrepreneurial skills.
- Active listening.
- Holistic Thinking.
- Valuing relationships.
- Empathy.
- Adaptability.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reason- able accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Duties/Responsibilities**

**Coordinates, plans, and facilitates health and fitness activities and programs for employees. Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.**

**A wellness manager, or wellness director, develops health and wellness programs for a community or corporate organization. As a wellness manager, your duties include developing, implementing, and directing health and safety programming using your knowledge of health standards, safety protocols, and wellness principles.**

**Works with all community entities**

### **The functions of a School Health Coordinator include**

**Convening and facilitating the School Health Leadership Team and School Health Advisory Committee. Developing and implementing an action work plan for coordinating school health programs. Facilitating access to resources for school health, including grant writing.**