

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/30/21



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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:**        11/18/21

**To:**            School board Members

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

**Subject:**     Create an Additional Wellness Coach Position 2021-2022

**Description:** Request to create an additional wellness coaching position for the 2021-2022 school year.

**Financial Impact:** \$2000.00 (per Temporary Compensated Agreement)

**Funding Source (Budget/grant, etc.):** 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: \_\_\_\_\_



Human Resources  
Department

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: 9/14/21



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**Health & Wellness Coach**

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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 BPS staff and students in promoting wellness and helping individuals realize their personal best. Wellness coaches are responsible for developing relationships with members and 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 Committee Meetings @ BHS health room Bi-Weekly Friday 3:15-4:30 PM
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.