



## JOB DESCRIPTION

**Job Title:** Healthy Living Coordinator  
**Department:** Human Resources  
**Reports To:** Human Resources Manager  
**Classification:** Increment  
**Location:** District  
**Salary:** On Schedule  
**Length of Contract:** School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

Under the direction of the Human Resources Manager, the Healthy Living Coordinator is responsible for supporting and implementing District and building-level wellness initiatives. This position will establish and maintain positive relationships with various key parties to provide initiatives to all District staff to promote overall staff wellness. This position is also responsible for planning and operating the District annual Wellness Kick Off.

## Essential Job Functions

- Assists in preparation for regular Healthy Living Committee Meetings.
- Serves as a liaison between Administration and building-level Healthy Living Representatives.
- Assists with solicitation and creation of Healthy Living initiatives to promote overall wellness to all District staff.
- Supports building representatives in planning of building-level Healthy Living activities.
- Plans and runs annual Wellness Kick Off by providing a wide variety of wellness sessions based on employee interest.
- Researches and supports Healthy Living initiatives that involve experience-based opportunities for all staff to learn and participate.
- Assists in developing surveys to gather feedback from Healthy Living participants and all other key parties.
- Assists in the strategic planning of the Healthy Living Committee to establish short and long-term goals and metrics.
- Assists in supporting committee initiatives through positive communication and supportive messaging.

## Ancillary Job Functions

- N/A

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Knowledge of and experience in various aspects of personal wellness.

- Ability to maintain a flexible schedule, including evenings and weekends, as necessary.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in implementing wellness initiatives within different groups of key parties.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to exercise judgment and discretion in the application and interpretation of policies.
- Ability to work independently without direct supervision.
- Demonstrated leadership and project organizational skills, (planning, implementing, evaluation).
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Demonstrated excellent oral and written communication skills.
- Demonstrated strong interpersonal skills with individuals, teams, and groups, (teachers, parents, administrators, and support staff).
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Able to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative 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 essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.