

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Health & Wellness Specialist (171)** Lane: 1  
Department / Location: Superintendent FLSA Classification: Exempt  
Supervisors Title: Superintendent Contract: 242 Days  
Original date: 06/18 Revised: 07/25 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the direction of the Superintendent, the **Health and Wellness Specialist** coordinates the District's planning, development, implementation and monitoring of student health and wellness initiatives, focusing on suicide prevention, anti-bullying and other related programs. Will facilitate the District's crisis response/prevention team. Will serve as a resource to schools in implementing related programs. Will coordinate with outside agencies to ensure all available resources are requested and distributed as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Coordinate the District's planning, development, implementation and monitoring of student health and wellness initiatives, focusing on suicide prevention, anti-bullying and other related programs.
- Will facilitate the District's crisis response/prevention team.
- Will serve as a resource to administrators, teachers, counselors and other District employees in implementing related programs.
- Will coordinate with outside agencies to ensure all available resources are requested and distributed as needed. Will develop strong partnerships with related agencies.
- Attend school and community related meetings to provide guidance and coordinate resource distribution.
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources to assist students with identified concerns and needs.
- Coordinate, write, review and update District's policies related to suicide prevention and anti-bullying initiatives.
- Accurately gather, maintain, interpret and utilize program and student data.
- Document program implementation and effectiveness. Modify programs as needed to ensure the most effective solutions are distributed and implemented.
- Provide effective training to employees and students regarding education and awareness about suicide warning signs and resources.
- Attend District Behavioral Emotional Support Team meetings and assist in developing and implementing professional development at schools.
- Assist with behavior and emotional well-being for all K-12 counselors.
- May assist schools in investigating incidents of harassment, intimidation and bullying in the school.
- Required to travel to District schools or other locations using own transportation.
- Develop strategies to assist in daily crisis counseling, i.e. family issues, grief, depression, failure, etc.
- Develop materials to assist counselors with day-to-day crisis intervention.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires a Bachelor's degree in school counseling, public health, social work or related field from an accredited college or university. Master's degree preferred.
- Requires five years of successful experience in counseling, mental health training or related experience. Experience working in a K-12 school setting preferred.
- Requires strong oral and written communication skills with students, parents and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective counseling strategies.
- Requires the ability to create and engage students in small groups to large assemblies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to handle crisis issues in a calm manner.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires a valid Utah Driver's License. Must be able to provide own transportation, as position requires travel.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher workroom.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**