

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Wellness Coordinator - TOSA  
**Prepared Date:** 6/26/2017  
**Revised Date:** 8/1/2018  
**Work Year:** 175 days  
**Department:** Nutrition Services  
**Reports To:** Director of Nutrition Services  
**Salary Range:** Certified Salary Schedule  
**Benefits:** Fringe benefits based on PEA Negotiated Agreement  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Wellness Coordinator - TOSA is to facilitate the development and implementation of the comprehensive school wellness plans throughout Pueblo City Schools District 60 and Pueblo County School District 70 including: health education, physical education and activity, nutrition environment and services, health services, counseling psychological and social services, social and emotional climate, physical environment, employee wellness, family engagement, community involvement; Perform assessments, advocacy, resource identification, grant writing, school staff trainings, and evaluations related to comprehensive school wellness plan; Build and maintain community partnerships and fiscal infrastructure; Chair the District Wellness Committee and coordinate the School Based Wellness Committees.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions 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 the essential functions.

**REQUIRED:**

- BA or BS in Nutrition, Food Science, Health Education, Health Promotion, Physical Education/Kinesiology or related field.
- Colorado Teaching License
- 5 years' experience teaching Nutrition, Food Science, Health/Physical Education, or related field
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Valid Colorado Driver's License and the ability to safely travel across Pueblo County
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Registered Dietitian
- Spanish speaking skills



**SKILLS AND KNOWLEDGE:**

- Knowledge of human nutrition, public health program development, population-based program administration/management, comprehensive K-12 school wellness initiatives, grant writing, evaluation, and reporting.
- Nutrition education experience
- Advocacy skills
- Ability to train individuals in various programs.
- Ability to work in diverse communities with focus on, but not exclusively Hispanic, low-income, at risk populations.
- Excellent computer skills (word, excel, PowerPoint, internet).
- Excellent oral and written communication skills.
- Public speaking experience.
- Available to work occasional weekends and evenings

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coordinates/facilitates district level school wellness meetings and professional development pertaining to comprehensive school wellness plan.
- Researches best practices and successful models for wellness programs, including participation in professional development training
- Develops appropriate wellness intervention strategies and messages for different audiences.
- Facilitates the development of both districts' Comprehensive School Wellness Plans.
- Ensures District Wellness Policy meets best practices and USDA requirements.
- Represents Pueblo District 60 and Pueblo District 70 on related community committees and participates in trainings, meetings, and conference calls as required.
- Works with schools to ensure full implementation of the District Comprehensive School Wellness Plan.
- Facilitates the collection, compilation, analyzing, interpretation and application of data relevant to comprehensive school wellness plan.
- Develops grant work plans and fulfills reporting documentation to satisfy grant requirements.
- Advocates for student, family and staff wellness with community groups and organizations.
- Leads and/or assists with grant writing to continue or expand school wellness programs.
- Recruits students, parents, and other key stakeholders for District Wellness Committee.
- Maintains district wellness webpage and social media sites. Ensures that nutrition and wellness programs and resources are marketed to all stakeholders.



- Reports program progress to the Director of Nutrition Services, school board members, and other school administrators as needed.

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Administrative Dietitian and/or Director of Nutrition Services.

The physical demands, work environment factors, and mental functions 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 the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Sitting			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying			X		



Maximum weight: <b>50</b> lbs.					
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**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.