



SAN MATEO UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: District Wellness Facilitator

REPORTS TO: Deputy Superintendent Human Resources/Student Services
and Benefits Coordinator **SITE:** District Office

CLASSIFICATION: Certificated or Classified Bargaining Unit **WORK YEAR:** 12 Month

SALARY: \$8,000 Stipend per School year

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Under general supervision of the Deputy Superintendent of Human Resources and Student Services or designee, the District Wellness Facilitator will be responsible for the implementation and organization of the District's Wellness Programs. Expectations include planning, scheduling, communicating, monitoring, and evaluating the totality of the Wellness Programs and its activities and events. The District Wellness Facilitator will facilitate the site-based Wellness Facilitators. This position will facilitate wellness programs for staff in conjunction with District administrators, managers and staff.

ESSENTIAL FUNCTIONS:

- Lead in the planning, coordination, and delivery of innovative wellness related initiatives that are aligned with SMUHSD's overall wellness goals.
- Facilitate the District's Wellness Programs in conjunction with the Site Wellness Facilitators.
- Develop and implement communication for the Wellness Programs including the design of communication materials, posters/flyers, videos, and website content.
- Monitor the implementation of the District Wellness Policies at the individual sites.
- Update the District Wellness Policies as needed to meet federal and state regulations.
- Schedule activities, events, competitions, and screenings in conjunction with the Site Wellness Facilitators.
- Build collaborative relationships to maximize resources and share ideas and best practices in support of employee wellness in conjunction with the Site Wellness Facilitators.
- Respond appropriately to diverse employee interests and needs and work effectively within the larger organization to mobilize resources and implement Wellness Program services.
- Integrate the District's Wellness Programs with the District's health and welfare employee benefits package.
- Identify and develop relationships with local community resources and business partners.
- Seek external grant opportunities for future funding of wellness programs.
- Manage the recruitment and hiring, processes of Wellness Program instructors and Site-Based Wellness Facilitators.
- Secure substitute instructors for classes, seminars, and other activities.

- Oversee and direct Site-Based Wellness Facilitators.
- Work with Wellness Facilitators to translate and integrate ideas and feedback into the Wellness Programs.
- Attend and actively participate with the District's Safety Committee meetings.
- Submit monthly articles to the Savvy Source highlighting wellness activities and/or achievements.
- Assist with the creating, planning, organizing, and implementing District Wellness Fairs, biometric screenings, lectures, exercise classes, and various other activities.

Employment Standards:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

- Interest in the health and wellness industry.
- Interest with overseeing worksite health and wellness programs.
- Valid California Driver's License.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disability to perform the above-stated essential functions. The selected employee may be required to perform other job-related tasks.

EQUAL OPPORTUNITY EMPLOYER

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

[SMUHSD Diverse Workplace Profile](#)

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.