

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

## Wellness Coordinator

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** Per individual seasonal contract, stipend position.

**JOB GOAL:** Facilitates the development and implementation of a Wellness Plan for the assigned school to promote healthy eating patterns to allow students to achieve their full academic potential, full physical and mental growth, and lifelong health and wellbeing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Must fully understand the local school wellness requirements.
2. Facilitates the development and implementation of the policy.
3. Must coordinate with Advisory committee as to any changes in the District Wellness Policy.
4. Measure and report progress of school's Nutrition Promotion, Educational Goals, and Physical Activity Goals.
5. Measure and report progress of Other School Bases Activities that promote student wellness.
6. Monitor seat time for students to consume meals and suggest adjustments as needed.
7. Monitor that all foods sold or given away to students during the school day meet the Smart Snacks Nutrition Standards.
8. Monitor Special Occasions/Holiday Celebrations, fundraising, incentives, and rewards to ensure if food based, they meet the nutrition standards in the LSWP.
9. Monitoring marketing to ensure it is consistent with the LSWP regulations.
10. Must keep accurate records and report to District Coordinator annually.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to communicate effectively, both orally and in writing, with parents, schools, community members.
2. Ability to display tact and courtesy, set priorities, and work as part of a team.
3. Specific skill-based competencies, such as operating standard office equipment, planning and managing projects, basic math, preparing and maintaining accurate records.
4. Flexibility to work independently with others in a wide variety of circumstances.
5. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
6. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, and conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Experience in food preparation or nutrition services preferred.

#### **Licenses and Certifications:**

1. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from district facilities and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.


**Working Conditions:** Office or suitable workspace with desk, telephone and supplies necessary to carry out functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

5/30/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_