



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Health and Wellness Program Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	11 months/Calendar 6002 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	07.15.16 06/29/16	SALARY GRADE:	Schedule: 54 Range: 60

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in planning, coordinating, developing, and implementing the District’s health and wellness curriculum. Provide instruction and lessons to students and families in health, wellness, and nutrition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in planning, coordinating, developing and implementing the District’s health and wellness curriculum; develop and prepare lesson plans and deliver instruction to students and families of diverse populations from a variety of cultural, religious and ethnic backgrounds; develop instructional materials, methods and exercises centered on healthy nutrition, healthy cooking, physical activity and other health and wellness areas; assist in establishing program goals and objectives
- Collaborate with family engagement staff, after school coordinators, outreach consultants, Nutrition Services staff, families, teachers and administrators to identify school community health and nutrition education needs; utilize a variety of needs assessment techniques to identify resources, training, workshops and educational materials for students and families; link families to community resources and conduct culturally relevant workshops and/or presentations on health and wellness
- Provide support to those who struggle with certain nutrition related diseases; provide good nutrition guides that directly impact health; prepare, develop and perform healthy cooking lessons and recipes; purchase produce directly from local farmers
- Serve as an informational resource concerning program-related policies, procedures, objectives and activities; develop and maintain a variety of community partnerships; respond to inquiries and provide information as requested
- Coordinate and lead instructional support staff; train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements; conduct staff meetings, observations and trainings; assure proper coverage of absent staff

- Prepare and maintain a variety reports related to program outcomes, health and wellness program goals, and other data as necessary and as directed; prepare a variety of documents, records, lists and files in support of program operations; maintain receipts and budget reports on a monthly basis
- Operate a variety of standard office equipment including a telephone, copier, computer and assigned software
- Order, purchase and maintain supplies, materials and equipment, ensuring adequate inventory for instructional use; prepare, issue and collect material and equipment for student use
- Attend a variety of workshops, conferences and seminars; attend regular meetings with staff members including weekly collaboration meetings with the Program Supervisor and the Program Coordinator
- Drive a vehicle to conduct work
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state and District standards, and regulations

Applicable nutrition and education standards

Community resource organizations including various federal, State, and local agencies

Policies and objectives of the health and wellness program

Healthy nutrition, healthy cooking, and basic culinary techniques

Physical fitness, healthy activity, and healthy lifestyle

Public outreach and involvement techniques

Public speaking techniques

Methods, practices, and techniques of improving student knowledge through specialized structured lesson plans, teaching techniques, and instructional materials

Correct English usage, including spelling, grammar, and punctuation

Administrative practices and procedures, including record- keeping and filing practices and procedures

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy

Modern office practices, procedures and equipment

Operation of a computer and assigned software

ABILITY TO:

Provide leadership in the implementation of the health and wellness program

Work and collaborate with parents, school staff, students, and community members in various program activities

Deliver lessons in an engaging, meaningful, age-appropriate, and culturally relevant manner

Organize, set priorities and exercise sound judgment within areas of responsibility

Monitor and control student behavior

Organize and maintain confidential student and family records and files

Train and provide work direction to assigned staff

Maintain a healthy and safe environment

Work independently with little direction

Establish and maintain effective working relationships with others
Maintain records and prepare reports
Communicate effectively both orally and in writing using tact, discretion, and professionalism
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in nutrition, public health or a related field and three years of experience as a registered dietician or in nutrition and health education working with children in a school setting

LICENSES AND OTHER REQUIREMENTS:

Registered Dietician (RD) with active registration by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Diabetics
Food Safety Handlers' Certificate
Valid California driver's license and access to personal vehicle with minimal liability insurance to perform work

WORKING CONDITIONS:

ENVIRONMENT:

Instructional classroom and other indoor and outdoor educational environments
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Seeing to read a variety of materials
Dexterity of hands and fingers to set up and operate equipment and a computer
Lifting, carrying, pushing, or pulling objects typically weighing up to 50 pounds
Pulling and pushing carts
Lifting produce and a variety of cooking tools
Reaching overhead, above the shoulders and horizontally
Sitting for extended periods of time
Bending at the waist, kneeling or crouching