

# **STAFF AND STUDENT WELLNESS COORDINATOR**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** Coordinates and monitors staff and student wellness programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and budgets District wellness programs, including reporting, curriculum development, and evaluation.
2. Serves as liaison with the juvenile justice system on student substance use issues.
3. Coordinates all student drug testing in the District.
4. Coordinates public relations, awareness, and outreach on wellness programs, including development of promotional and informational materials, and coordination of staff development activities.
5. Facilitates after-care treatment for students in collaboration with parents, support centers, and school personnel.
6. Collaborates with students, parents and school personnel to ensure that drug testing and counseling components of alternative to expulsion programs are met.
7. Coordinates nonviolent crisis intervention programs for the Wayne Preparatory Academy.
8. Coordinates school and District crisis teams.
9. With the Coordinator of School Safety and Security, maintains District Emergency and Crisis Management Plans.
10. Coordinates parent outreach programs promoting healthy choices, including initiating programs that promote healthy lifestyles for staff and students, soliciting community support and resources to support healthy living, and develops and implements the Wellness plan.
11. Coordinates and promotes staff fitness programs.
12. Works with the Ben Davis High School staff to coordinate and facilitate wellness activities at the BDHS Fitness Center.
13. Coordinates contracted counseling programs through the Cummins Counseling Center or other agencies.

14. Performs other such tasks and assumes other such duties as assigned by the Superintendent or his or her designee.

Revised: November 2016