

**CELINA CITY SCHOOL DISTRICT BOARD OF EDUCATION
JOB DESCRIPTION**

LOCATOR INDEX:

<u>Title:</u>	Wellness Committee Chair
<u>Department:</u>	All Employees
<u>Building/Facility:</u>	All District School Buildings
<u>Reports to:</u>	Superintendent/Building Principals
<u>Employment status:</u>	Temporary/Part-time
<u>FLSA Status:</u>	Exempt
<u>Description</u>	Provide the District with Health and Wellness Activities and Information

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain a committee with at least one representative from each building (two from the Primary, Middle and High Schools, if possible) and a representative from Tri Star, Head Start, Bus Garage and Ed Complex.
- Ensure that the committee consists of nurses, teachers, teacher assistants, educational aides, secretaries, cafeteria, bus personnel, and administrators.
- Hold monthly wellness meetings.
- Create meeting agenda and send to committee members prior to meeting.
- Appoint secretary and treasurer for the wellness committee.
- Review the minutes from the committee meetings for accuracy and send to committee members.
- Maintain records/files of meetings, budgets, activities, etc.
- Manage budget and work with the treasurer's department for purchase order activities.
- Manage wellness budget (American Express funds, fundraisers, EPC wellness grant.
- Assist the wellness committee treasurer with yearly activity budget.
- Brainstorm with the committee for wellness activity ideas for fall, winter & spring activities.
- Brainstorm ideas for themes for monthly jean days, based on funds available.
- Work with nurses on promoting the Annual Health Fair for employees.
- Assume the role as contact for the district EPC wellness program, including attending EPC meetings/video conferences to discuss grants and activities.
- Merge the District and EPC wellness programs where possible.
- Assign tasks for activities.
- Assume the role as community wellness liaison.
- Assist committee members with tasks as needed.

Other Duties and Responsibilities:

- Attend and supervise all wellness events
- Coordinate and conduct wellness activities
- Enhance employee health and wellness knowledge
- Improve the overall wellness of all employees
- Interact with superintendent and/or board of education and present information as requested
- Perform other duties as assigned by the school principal/superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- One to two years related experience
- Appropriate State of Ohio certification/license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, body fluids and tissue
- Occasional operation of a vehicle
- Occasional requirement to travel
- Occasional evening/weekend/summer work

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: