



**POSITION TITLE:** WELLNESS COORDINATOR

**Reports to:** **Principal**

**Function/Purpose:**

To proactively promote healthy choices and general wellness for students and to provide support for students who are experiencing social and emotional difficulties.

**Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 diploma.
- A recognized post-secondary Diploma or Degree or equivalent post-secondary education in a related area as approved by the Board of Education.
- Other related training or experience in the field of Education, Health, Child and Family Services, Social Work, or Psychology would be an asset.

**Required Skills and Abilities:**

Demonstrated capability and performance in the areas of:

- team building and collaboration
- working with minimal supervision
- organizational skills
- interpersonal and communication skills
- initiative and adaptability.
- prioritizing multiple demands.
- classroom presentations.

**Required Personal Characteristics:**

- trustworthy and respectful
- approachable and accessible
- flexible and collaborative

**Duties and Responsibilities:**

Without restricting the generality of the description above, the Wellness Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Support Division based initiatives and programming relating to wellness.
- Coordinate and implement programs to raise awareness of issues related to student wellness including fitness, nutrition, mental, and social and emotional health, and making safe and healthy choices.
- Support classroom teachers in delivery of student support programming. (Example: Anti-Bullying programming and working with awareness groups in the school/classroom.)
- Provide student support related to specific wellness issues involving social, emotional, and behavioral challenges in a trusting, safe respectful environment.
- Collaborate with staff to establish wellness programming in an inclusive school and classroom environment.
- Act as an interagency liaison with related outside agencies.

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- Access and distribute resources regarding student wellness.
- Coordinate referrals of students and or families to outside agencies when appropriate.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Uphold an exemplary professional image, remaining aware that our actions and words are a direct reflection of Northwest School Division.
- Respect the privacy of students and families and take all reasonable and legal measures to ensure that such privacy is maintained both professionally and through the use of technology.
- Comply with all legal obligations and not knowingly violate any legislated act, regulation or by-law that relates to the delivery of professional services.
- Be knowledgeable and supportive of applicable Board policies.

**Judgment, Independence and Client Contact:**

- **Confidentiality:**

The Coordinator is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence:**

The Coordinator is expected to take initiative and work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks:**

This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

**Mission:** Laying the foundation for success

**Vision:** One student at a time.