

WINOOSKI SCHOOL DISTRICT
Job Description

Job Title: Coordinated School Health Team Coordinator

Date Approved/Updated: February 16, 2011

Location: Winooski School District

Job Group: Non Certified, Non Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: Promotes school wellness initiatives through a partnership with the Vermont Department of Health.

Essential Duties and Responsibilities:

Facilitates and coordinates school health team meetings.

Facilitates and coordinates annual MAC plan.

Coordinates Wellness Fair.

Manages MAC budget for wellness activities.

Facilitates and coordinates school wellness index assessment tool in collaboration with Vermont Department of Health.

Participates as a member of the Food Service Committee for the WSD.

Contribute to District News! or website quarterly

Supervisory Responsibilities include: addressing complaints and resolving problems, planning, assigning, and directing work

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma

Certificates, Licenses, Registrations:

Language Skills: Good oral and written communication skills

Mathematical Skills: General math abilities

Reasoning Ability: Ability to problem solve

Other Skills and Abilities: Strong organization and time management skills

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Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- F Standing C Walking F Sitting C Lifting C Carrying F Pushing
 O Pulling O Climbing F Balancing O Stooping O Kneeling O Crawling
 O Crouching O Reaching C Handling C Fingering C Feeling C Talking
 C Hearing C Far Vision C Near Vision C Color Vision C Depth Perception C Repetitive Motion
 C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work <i>X</i>	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- N Exposure to weather N Extreme heat N Extreme cold N Noise N Dust, vapors, fumes
 F Time constraints F Public contact F Deadlines N Travel C Inside work

Terms of Employment: School year position

Compensation: Stipend - \$4,000.00

Evaluation: Vermont Health Department funds this position through Medicaid funds. They will evaluate the program on an annual basis as part of the grant. The Coordinator will provide the Superintendent with a year- end summary of wellness activities and events

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.