

**TAMALPAIS UNION HIGH SCHOOL DISTRICT**  
**Larkspur, California**

**JOB DESCRIPTION**

**WELLNESS DIRECTOR**

**DEFINITION:**

This is a classified management position.

Under the direction and supervision of the Senior Director of Student Services, the Wellness Director is responsible for the planning, development, organization, management, direction, and implementation of all aspects of the Wellness Center programs of the District. The Wellness Director also assures compliance with laws, codes, and regulations related to student support services; evaluates assigned personnel; and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's strategic plan.

**DUTIES AND RESPONSIBILITIES:**

**WELLNESS CENTER DEVELOPMENT & PLANNING**

Facilitate a collaborative planning process that will engage stakeholders including students, families, school staff and community partners in the development of Wellness Center.

Develop a comprehensive strategic plan that will detail the components for successful implementation and sustainability of the Wellness Center, to include: infrastructure, administration, partner MOUs, training plan, policies and procedures, communication and public relations.

Build the capacity of high school and community groups to sustain Wellness Center after first year, may include: securing community resources, grant writing, fundraising and establishing community partnerships.

Engage high school students in the creation and management of a Wellness Council at the high school site, to include: involvement in the Wellness Center planning process, conversations about what Wellness is, brainstorming Wellness activities and programs they would like to see at their schools.

**SCHOOL-WIDE HEALTH FOCUS IMPLEMENTATION & PROMOTION**

Work with site personnel to build capacity of staff, students, and parents, to integrate and institutionalize Wellness Programs and activities.

Oversee the management of the Wellness Center, including: site administration, coordination of community services, scheduling, referral processes, and communication between community partners, school staff and students.

Coordinate Wellness staff through regular business and clinical meetings.

Work closely with the site administration and Senior Director of Student Services to receive guidance and input about the implementation of the Wellness Center Project.

Facilitate Wellness Advisory Board.

Liaison with Senior Director of Student Services and site administration to ensure scheduling of Wellness-related professional development for all staff.

Participate in professional development on an on-going basis.

Serve as a member of the Site Intervention Team and participate in the development of intervention plans for identified students.

Collaborate with site staff, including site administration and departments, to implement Wellness Initiative Programs.

Coordinate a training series to partner organizations and staff to include: working with youth, cultural proficiency, understanding wellness, and positive school climate.

Collaborate with site staff to ensure implementation, alignment, and collaboration of programs and services on site.

### **COMMUNITY PARTNERSHIPS & OUTREACH**

Work with Community Based Organizations (CBOs) and local committees to maintain site-based services and referrals.

Facilitate ongoing and effective communication between Wellness Center and community partners.

Provide outreach to parents/families by communicating needs of students as well as providing resources and updates regarding health-related issues.

Engage parents in the planning and implementation of the Wellness Center at the high school.

### **DATA COLLECTION, REPORTING & PROGRAM MONITORING**

Establish measurable program effectiveness goals and complete ongoing measurement and documentation of program effectiveness.

Collaborate with and support the Senior Director of Student Services with the evaluation of Wellness resources and outside service providers.

Collaborate with Senior Director of Student Services to complete documentation and assist with coordination of evaluation activities (e.g. surveys, focus groups and interviews).

Manage reporting for the purpose of ensuring compliance with Ed Code, board policy and legal mandates.

### **KNOWLEDGE, ABILITIES, SKILLS REQUIRED:**

1. Ability to organize, plan, coordinate and direct a variety of complex operations.
2. Ability to establish and maintain effective working relationships with others.

3. Ability to select, train, supervise and evaluate personnel.
4. Demonstrate an extensive knowledge of Wellness policies/procedures, staff development, methods of assessing student progress, and program design and delivery
5. Demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
6. Demonstrate effective listening skills.
7. Demonstrate effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.
8. Demonstrate effective collaboration and problem solving skills when working with other district and outside agency personnel.
9. Mastery of basic computer skills (word processing, e-mail, internet, database, spreadsheet, student information system)
10. Demonstrate ability to take initiative and provide self-directed leadership at the district level.

### **QUALIFICATIONS**

Possession of a Marriage and Family Therapist and/or Masters of Social Work and PPS credential required, with at least 3 years experience in mental health related activities and case management.

Experience collaborating with community-based organizations (CBOs) and other local agencies.

Experience providing case management, facilitating support groups, and counseling.

Excellent communication and interpersonal skills; experience working with multidisciplinary teams; bicultural, bilingual a plus.

Knowledge and experience with computers, including: word processing, databases, and internet.

Knowledge and experience working with the Coordinated/Comprehensive School Health Model.

Prior experience with Wellness/health-related program development, from initiation to replication, is highly desirable.

### **SALARY AND TERMS**

- 220 days
- Placement on the Management Salary Schedule, Level C