

EMPLOYEE NAME: _____

 Revised: 5/95; 2/96; 3/01; 7/06; 10/07; 9/08; 10/12; 4/13.
 10/13; 4/14; 6/18; 7/19; 01/22; 2/24

JOB DESCRIPTION

POSITION TITLE: Specialist, Wellness	JOB CODE: 408X
DIVISION: Academics	SALARY SCHEDULE: Prevention/Intervention Schedule
DEPARTMENT: Student Assistance Programs	WORKDAYS: 188
REPORTS TO: Supervisor, Positive School Culture Support	PAY GRADE: Teacher (CIT 4,5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provide support and training for district wide wellness programs and efforts provides behavioral consultation, classroom coaching support for teachers, administrators and district personnel.	
REVISION DATE(S): 2/24	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Mental Health/Counseling Certification/License (valid Georgia certification in school counseling; or valid Georgia certification in school psychology desired)
3.	Experience: 3 years of school or mental health experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organizational leadership and public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with local schools to analyze student data, identify priorities, develop action plans, and monitor progress of wellness program implementation.
3.	Provides ongoing training, on-site coaching, and technical assistance to schools in wellness and other school climate/culture initiatives.
4.	Collaborates with members of the Student Assistance Programs team to support wellness practices throughout the district.
5.	Collaborates with local school teams in development of practices to support the social emotional health of students through Multi-Tiered Systems of Support.
6.	Provides professional learning to schools to enhance the fidelity and sustainability of wellness programs and school climate/culture practices.
7.	Works with local schools to plan and support in providing programs for parents on social emotional development.
8.	Collects and analyzes outcome data for schools implementing wellness initiatives or other school climate/culture initiatives to determine trends and future directions.
9.	Provides guidance, modeling, and support to local school staff regarding behavior interventions and implementation of behavior plans.
10.	Assists teachers to create appropriate learning environments and develop effective classroom management practices and procedures.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee

Date _____

Signature of Supervisor

Date _____