

Courtesy of Columbus City Schools

WELLNESS INITIATIVE RESPONSIBILITIES

TITLE: **WELLNESS INITIATIVE ADMINISTRATOR**

POSITION SUMMARY: The Wellness Initiative Administrator is responsible for the success of the Wellness Initiative within Columbus Public Schools. The Wellness Initiative Administrator reports to and is evaluated by the Director of Health, Family and Community Services.

DUTIES AND ACTIVITIES:

1. Develops structure, goals, strategies and implementation concepts for the School Health Advisory Council (SHAC)
2. Directs the planning, development, implementation, completion, and delivery of activities to support success of the Wellness Initiative
3. Manages the SHAC assuring appropriate composition and attendance to achieve the stated goals and objectives
4. Develops and disseminates information about the project
5. Advocates for the institution of programs to improve health and wellness in the school community
6. Assists in the establishment of a climate within the Wellness Initiative that facilitates a unity of purpose and a mutual respect for all individuals.
7. Provides written reports and other materials as requested to the SHAC, funders, evaluators, the CPS Superintendent and Board and others as indicated
8. Coordinates development of high quality, evidence-based products and outcomes to accomplish the goals and objectives of the project.
9. Assures the collection of baseline data in all areas of the Wellness Initiative
10. Assures periodic evaluation of the impact of the Wellness Initiative within the district
11. Serves as the lead spokesperson for the Wellness Initiative internally and externally

FISCAL ACTIVITIES:

1. Manages fiscal resources in collaboration with the Treasurer and the Special Funds Department of Columbus Public Schools working within the approved budgets, including budget preparation, and periodic reports
2. Assures the timely processing of all invoices and receipt of funds for the Wellness Initiative
3. Identifies potential funding sources and prepares proposals for grants and contracts from public and private sources with the approval of the Executive Director of Health, Family and Community Services
4. Assures compliance with all grant and contract requirements

ORGANIZATIONAL MANAGEMENT:

1. Serves as chairperson of the District School Health Advisory Council (SHAC)
2. Directs the Wellness Initiative Team to achieve success for the Wellness Initiative
3. Plans and chairs meetings of Wellness Team
4. Provides guidance on matters of programs and program implementation, publications, budget and other activities related to the Wellness Initiative
5. Plans and executes official communications of the Wellness Initiative
6. Analyzes the projected work of the Wellness Initiative and develops goals, objectives, action steps, outcomes, evaluation measures and staffing projections
7. Interviews, hires, trains, coaches and supports employees and consultants; plans, assigns, directs, delegates and supervises work

SUPERVISORY RESPONSIBILITIES:

1. Directs employee and consultant activities detailed in the job descriptions and scope of work documents
2. Conducts performance appraisals; rewards and disciplines employees; addresses complaints and resolves problems.
3. Provides clinical supervision for Wellness Initiative School Nurses

QUALIFICATIONS:

1. Master's degree in nursing or related field
2. Licensed Registered Nurse credential required
3. Pupil Services License required
4. Strong presentation skills with documented experience
5. Knowledge of the current trends and issues in coordinated school health and wellness related topics.
6. Strong organizational skills
7. Proficient manager and adept at managing multiple projects.
8. Working knowledge of and experience with Microsoft operating systems and software, to include Word, Powerpoint, and Excel.
9. Commitment to professional development.
10. Experience with the development, supervision and implementation of project grants.
11. Proficiency in oral and written communication in English
12. Ability to work both independently and collaboratively.
13. Ability to motivate teams to achieve stellar results and overcome obstacles
14. Demonstrated ability to motivate teams to achieve quality results
15. Skills and experience in disseminating educational materials and information
16. Ability to develop and administer budgets.
17. Knowledge of needs assessment and evaluation techniques
18. Prior project management experience preferred
19. Must have reliable, available, local and regional transportation and ability

- for occasional out-of-area travel that may require overnight accommodations
20. Knowledge of and ability to work within CPS District policies, procedures and culture

DISCLAIMER:

The preceding position description has been designed to indicate the general nature and level of work performed by the person in the position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required.

ACCEPTED