



Job Description

JOB TITLE: School-Based Wellness Specialist

REPORTS TO: Director of Special Services and Building Principal

NATURE AND SCOPE OF JOB:

The School-Based Wellness Specialist is responsible for supporting students to derive the fullest possible educational experience from school by promoting their sense of self and by supporting any psychological, behavioral, or wellness needs. This is a 10-month position, with summer hours as needed.

QUALIFICATIONS:

The School-Based Wellness Specialist shall:

1. Hold a valid NJDOE certificate as a School Psychologist or School Social Worker;
2. Have a minimum of two years experience working in an educational setting or equivalent with school-aged students;
3. Have integrity and demonstrate good moral character;
4. Demonstrate knowledge and understanding of child growth and development, effective wellness strategies, classroom management, and research related to learning;
5. Possess a valid endorsement as a Licensed Social Worker, Licensed Clinical School Psychologist, or Licensed Clinical Social Worker;
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community;
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six-month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1;
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4;
10. Meet such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB RESPONSIBILITIES:

The School-Based Wellness Specialist shall:

1. Conduct individual group, or facilitative counseling for students whose emotional regulation would benefit from school-based support and monitoring;
2. Collaborate with school professionals to design and implement procedures for school-based wellness (ie. referral process, progress monitoring, discharge planning);
3. Maintain case records on all referred students;
4. Recommend corrective procedures;
5. Collaborate with teachers and parents whenever necessary;
6. Design and implement professional development in-service programs for staff;



7. Attend case conferences on placement of individual students;
8. Serve as a consultant on mental health topics for instructors in the school health program;
9. Interpret the school-based wellness plans for school staff and parents;
10. Cooperate with personnel of community health and social welfare agencies;
11. Attend staff, professional, and interagency meetings;
12. Assist with in-service training of school personnel;
13. Keep abreast of new developments in the field;
14. Assist students in managing their behavioral and mental health/ wellness needs through developing self-regulation skills and coping mechanisms;
15. Maintain student records and ensures their confidentiality;
16. Work closely with teachers, administrators, and other professional staff members, providing information, assistance, and professional development where needed for the ultimate benefit of students;
17. Maintain a close relationship with the child study team and school counselors following directives and recommendations as needed;
18. Maintain a professional office environment;
19. Utilize the resources of the community in developing and expanding school-based wellness services and activities;
20. Perform educational and psychological testing/assessments as needed;
21. Develop and oversee the implementation of wellness plans, as needed;
22. Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Special Services and not otherwise prohibited by law or regulation;
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

EVALUATION CRITERIA:

The holder of the position of School-Based Wellness Specialist shall be evaluated by the appropriate administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 16 April 2024