

EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION

JOB TITLE: **Elementary Wellness Coordinator**

QUALIFICATIONS:

- Master's degree in social work, counseling, or education strongly preferred
 - ODE Pupil Service License or Pupil Services Registration required
 - Minimum five years of successful school social work, school counseling or education (teaching/leadership) required
 - Experience working with Ohio's Social Emotional Learning Standards and Whole Child Framework
 - Knowledge of/training in restorative practices, PBIS, MTSS and trauma informed strategies preferred
 - Knowledge of vulnerable populations and associated resources of support
 - Successful leadership experiences as well as program development
 - Experience designing and delivering presentations
 - Experience in assessment, data collection, and evaluation
 - An understanding of the Whole School, Whole Community, Whole Child model, ODE Social Emotional Learning Standards, and the Social Determination of Health
 - Experience working in a consultative role with other professionals.
 - Experience with program coordination and evaluation.
 - Ability to communicate the relationship between physical/social/emotional/behavioral needs and academic achievement.
- (Superintendent approval required for any variations from above listing)

REPORTS TO: ESC Wellness and Prevention Program Coordinator and District Designee

CONTRACT: Ten (10) Month

JOB DESCRIPTION:

1. Assess and evaluate all existing wellness resources (social emotional, physical health, behavioral and mental health) within school districts.
2. Evaluate current district policies, systems, and environments that impact wellness.
3. Communicate priorities to district administration, building principals, staff, community agencies.
4. Provide implementation guidance and technical assistance for evidence-based programs and initiatives based on identified priorities.
5. Support and coordinate the work of the building principals and staff.
6. Coordinate professional learning related to supporting student wellness (social-emotional, physical health, behavioral and mental health).
7. Liaison to community health and safety agencies (MHARS, LCPH, ESCLC, etc.).
8. Attend and participate in meetings, planning/training sessions as required.
9. Apply research and data to improve the content, sequence and outcomes of wellness initiatives.
10. Attend professional growth seminars, workshops, etc. to keep current on relevant issues.

11. Assist in the collaboration of partnerships between school, families, and the community, including behavioral health providers
12. Attend and Deliver Training on Positive Behavior Supports and Interventions.
13. Support universal classroom lessons surrounding a variety of topics: mental health, coping skills, healthy relationships, limits, risk & protective factors (based on needs/data/trends).
14. Develop coordinated intervention strategies for students and families on a Tier II level.
15. Participate in interdisciplinary teams (RTI, PBIS, ETR, IEP, Student Services Department) as requested.
16. Sustain the many collaborations that are needed to support SAPs and staff wellness frameworks.
17. Coordinate planning, implementing, evaluating, sustaining, and innovating SAP practices and health education curriculum and instruction support.
18. Develop and implement a clear evaluation plan from the outset (e.g., using the Self-Assessment), evaluate process variables (e.g., implementation) and outcome variables.
19. Attend Evidence-based interventions, including those provided outside the classroom or outside of the school day.
20. Systematic evaluation of behavioral health & wellness supports (e.g., formative and summative evaluation processes).
21. Provide education regarding community services; assist social worker(s) with linkage and coordination of service providers; monitor services received and advocate for the services of students in the community and school setting (PBIS Tier II).
22. Assist with development and implementation of school-wide PBIS Tier I and II programs, including but not limited to trauma informed and trauma responsive early intervention practices for students and staff.
23. Foster professional relationships with school counselors and social worker(s) in order to support students/families through regular meetings and communication.
24. Maintain appropriate documentation and regular communication with administration and student services staff.
25. Assist with coordination of educational workshops for parents and staff.
26. Meet with administration, school counselors, and school social worker(s) to assist in development of a comprehensive district-wide socio-emotional learning plan.
27. Coordinate public relations materials for educational promotion to school and community.
28. Have a presence and assist in the planning at such events, but not limited to: Open House, Student Orientation, Parent-Teacher conferences, individual parent meetings, and/or other school sponsored events.
29. Create a positive school culture and climate.
30. Maintain respect at all times for confidential information, e.g., student records, student test scores, family information, and personnel documents.
31. Collect, analyze and interpret evaluation and intervention data for district at large to make program recommendations and program development for closing achievement gaps for students
32. As part of the Ohio Department of Mental Health & Addiction Services support of School Behavioral Health & Wellness Coordinators, Miami University's Center for School-Based Mental Health Programs (CSBMHP) will establish and support Learning Communities for all Coordinators and their partners (including local ADAMHS Boards). In addition, the CSBMHP will offer technical assistance to Coordinators, as needed.
33. Participation in Coordinators' Learning Community; and
34. Collaboration with the technical assistance provider.
35. Additional duties and responsibilities as assigned by the ESC Superintendent or district designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

1. Demonstrates professionalism and contributes to a positive work environment.
2. Organizes tasks and manages time effectively.
3. Skillfully manages individual, group, and organizational interactions.
4. Effectively uses verbal, nonverbal, writing, and listening skills.
5. Averts problem situations and intervenes to resolve conflicts.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students/staff/public.
8. Completes paperwork accurately. Verifies and correctly enters data.
9. Maintains an acceptable attendance record and is punctual.

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