

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
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DATE:	April 15, 2026
POSITION(S):	Wellness Coach - Substitute SMJUHS D - All sites <u>Temporary position beginning as soon as possible; end date unknown</u>
SALARY:	\$27.97/hour (Step A) Range 24 prior to HCAI Certification \$32.44/hour (Step A) Range 30 with HCAI Certification 2024/25 salary schedule
HOURS:	8 hours/day 8:00 a.m. to 4:30 p.m. Monday through Friday
DEADLINE:	Wednesday, April 22, 2026 5:00 p.m.
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us DMV printout dated within 2 months required. Copies of Transcripts or college degrees required.
JOB DESCRIPTION:	See next page.

Santa Maria Joint Union High School District programs, activities, practices, and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group, identifications, age, religion, marital, family, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Sal Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922- 4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHS D's Uniform Complaint Procedures, Non-Discrimination Policies, and Sexual Harassment Policies are available upon request.

WELLNESS COACH

BASIC FUNCTION:

Under the direction of an Assistant Principal or designee, and assigned to the site Wellness Center, offer prevention and early intervention services that support the behavioral health and well-being of high school students; engage and support students in appropriate services, refer and connect to higher level of care, as needed.

REPRESENTATIVE DUTIES:

- Conduct scheduled meetings, regular check-ins, and small groups to provide emotional support and enhance student wellness using structured curriculum materials, (e.g., Wellness Education, Goal-setting and Planning, Life Skills, and Emotional Regulations). **E**
- Offer both individual and group support for students experiencing behavioral health challenges. **E**
- Respond to signs of crisis in the school or broader organizational setting; de-escalate crisis situations for the purpose of intervening and providing support for the immediate crisis. **E**
- Utilize behavioral health screening tools; identify and refer higher level behavioral health needs of students to appropriate providers in school or community. **E**
- Facilitate communication with other professionals providing support and care to students, including connecting individuals to licensed providers as needed for the purpose of ensuring care team members work together and operate at the top of their license or certification. **E**
- Coordinate with staff, including multilingual staff, for the purpose of providing programs and/or services for both English and non-English speaking students in need of behavioral and/or emotional support. **E**
- Collaborate, coordinate and communicate with service providers in the community (e.g., counseling agencies, probation, law enforcement, medical, etc.), for the purpose of supporting and referring students and/or families in need. **E**
- Promote the Wellness Center through social media posts, distribution of flyers and materials, hosting information tables; provide Wellness Center tours. **E**
- Conduct and participate in a variety of meetings, workshops, trainings, and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines. **E**
- Prepare and or present a variety of documents, reports and written materials to communicate information to district, staff, parents, outside agencies, etc. **E**
- Maintain accurate records and documentation of all interventions in the appropriate database. **E**
- Perform special projects as assigned.
- Assist district administrators in a variety of duties specific to the functions of the assigned office.
- Perform related duties as assigned.

KNOWLEDGE OF:

Positive Behavior Interventions and Supports (PBIS) and Multi-Tiered System of Supports (MTSS) in order to support students, staff, teachers, counselors and administrators.

Standards of the Certified Wellness Coach Code of Ethics, relevant laws and regulations, and models for ethical decision-making.

Factors that impact student participation and achievement in school.

Record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Board policy.

Interpersonal skills using tact, patience and courtesy.

Operation of modern office machines including computer equipment.

ABILITY TO:

Relate well to a diverse group of students in a variety of settings.

Monitor and assist individual and/or groups of students in a variety of settings including the Wellness Center and other settings on a school campus.

Maintain Wellness Center equipment, files and records; assist with adapting instructional materials and operating audio-visual equipment, assist with ensuring availability of necessary items.

Work proficiently in District approved productivity suites.

Interpret, apply and explain school and District programs, policies, rules and objectives.

Resolve a variety of problems.

Work independently with little direction.

Understand and interpret rules and written/oral directions and apply to specific situations.

Establish and maintain effective working relationships with others.

Meet schedules and timelines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Associates degree or higher and at least 1000 hours of field experience working in mental health, substance use/addiction, social work, and/or child welfare at school linked/school based organizations or a Bachelor's degree or higher in social work, health and human services, addictions studies, child development, psychology or sociology.

LICENSES AND OTHER REQUIREMENTS:

Newly hired employees must be able to become a Certified Wellness Coach through the California Department of Health Care Access and Information (HCAI) within 6 months of hire date.

Valid California driver's license.

WORKING CONDITIONS/ENVIRONMENT:

Office environment.

Constant interruptions.

Exposure to high-stress situations.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to observe behaviors.

Sitting or standing for extended periods of time.

Occasional lifting, pushing, pulling up to 25 pounds.

HAZARD:

Respond to life-threatening or emergency situations as needed.

07/01/2025

SMJUHSD

Range 24 prior to HCAI Certification

Range 30 with HCAI Certification