

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Student Wellness Program Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	May 19, 2021	SALARY:	E-24/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement as part of the Food Services Unit and in support of the Fresno Unified School District (FUSD) Strategic Plan, manages the implementation and maintenance of the Wellness Policy and all aligning programs, partnerships and committees. Responsible for the tri-annual assessment process and coordinating disparate elements within the district such as nutrition, curriculum, health services and Department of Prevention and Intervention (DPI). Responsible for community outreach as well as coordinating the student wellness committee and performing outreach to parents and community. Acts as a liaison to site-staff to provide wellness resources to teachers and parents. Supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Facilitate and manage all functions of the FUSD School Wellness Council, including meeting preparation, follow through, outreach and integration across disciplines and departments. **E**

Perform long-term planning for revision, implementation, evaluation of the Wellness Policy; e.g., nutrition, physical activity and physical education, school gardens, access to Health services and education, school climate and physical environment, counseling, psychological and social services, employee wellness, community involvement, family engagement. **E**

Pursue program priorities; e.g., reducing child obesity, increasing physical activity, improving environmental conditions of schools to support clean, healthy and safe schools. **E**

Assist in ensuring that the District is compliant with federal and state health-related mandates as appropriate. **E**

Collaborate with other FUSD departments, including Nutrition Services, Leadership, Curriculum and Instruction and Facilities to implement and evaluate the goals of the Wellness Policy and align programs. **E**

Collaborate with community partners and health agencies, including Fresno County Public Health Department to coordinate programs and policies that support the Wellness Policy. *E*

Communicate with District leaders and staff regarding Wellness Policy and aligning programs and priorities. *E*

Coordinate with site administrators, teachers and other staff to implement programs related to the Wellness Policy. *E*

Communicate with and lead engagement opportunities for students, parents, community members and other interested parties in the Student Wellness Committee and Wellness program development and implementation. *E*

Work with Wellness site coordinators or other school site leads to ensure effective implementation of the Wellness Policy priorities. *E*

Oversee FUSD Site Wellness Champion program, including recruitment, program implementation, coordination of trainings, evaluation and fiscal oversight. *E*

Serve as FUSD liaison to community-based organizations, funders, and other involved in the implementation of Wellness programs, including access to healthy food, nutrition education, physical education and physical activity, school gardens, indoor air quality. *E*

Manage data collection, evaluation and other research activities associated with school wellness. *E*

Oversee wellness grant management and grant writing activities. *E*

Publicize health and wellness accomplishments throughout the community. *E*

Prepare and present the key goals, programs, plans and accomplishments to interested bodies including District leaders, staff, students, parents and other members of the community. *E*

Responsible for fiscal oversight of all wellness grants. *E*

Provide cross-training to staff. *E*

Supervise, train and evaluate the performance of assigned employees; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in social work, public health, public policy, school administration, organization development, business administration or other relevant field and three or more years of progressively responsible experience in implementing and managing public health, nutrition, school health or social services programs. A Master's degree and budget experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategic direction of the District.

Social, emotional, health and economic issues faced by Fresno youth and their families.

Diverse groups across race, ethnicity, religion, gender, class, and sexuality.

Research-based programs and practices that support health and wellness of the whole child and employee wellness.

Local community-based organizations providing health and wellness services.

Principles and practices of effective leadership.

Principles and practices of supervision and evaluation.

Applicable laws, codes, regulations, policies, and procedures governing health and safety.

Budget preparation and management to ensure fiscal responsibility.

Strategies, funding opportunities, and community contacts for multiple health and wellness programs.

Correct English usage, grammar, spelling, and punctuation.

Research methods, report writing and record-keeping techniques.

Communication (e.g. telephone and e-mail techniques) systems and etiquette.

Interpersonal skills using tact, patience, and courtesy.

Labor relations laws and employee contracts.

District organization, operations, policies, objective and goals.

ABILITY TO:

Plan, organize, and direct programs and assigned personnel.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately and adopt effective courses of action.

Communicate effectively in English both orally and in writing.

Plan and organize work.

Meet schedules and timelines.

Work independently.

Develop and document short- and long-term plans.

Implement plans and evaluate their outcomes.

Prepare and deliver clear and concise presentations to a variety of audiences.

Perform duties with awareness of all District requirements and policies.

Coordinate and enhance communications among students, parents, District staff, and community representative.

Establish and maintain effective working relationships with District personnel and the public.

Use all software applications efficiently.

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments.

Operate personal computer, related software, and other office equipment.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environments and diverse school site environments; fast-paced work; constant work interruptions; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions