

**1. POSITION TITLE: SCHOOL NUTRITION AND WELLNESS COORDINATOR
(Dietetic Technician)**

DEPARTMENT/SECTION:

REPORTS TO:

DATE PREPARED:

POSITION SUMMARY

The Health and Wellness Coordinator facilitates development of the District's Health and Wellness Policy based on the *Whole School, Whole Community, Whole Child* model* in collaboration with the District-wide Wellness Advisory Council. This position designs, implements, evaluates, and provides technical assistance to schools for programs and initiatives to promote the health and well-being of students and staff. Assisting in the marketing and promotion of the District's nutrition and wellness activities with students, parents, teachers, administrators, and the community will also be expected.

*<http://www.ascd.org/programs/learning-and-health/wsc-model.aspx>; and
<https://www.cdc.gov/healthyschools/npao/wellness.htm>

PRIMARY RESPONSIBILITIES

- Nutrition Programs Obtains district-level administrative buy-in for School Wellness Program that includes implementing the *Whole School, Whole Community, Whole Child* model at the school level.
- Maintains the District-wide Wellness Advisory Council by ensuring appropriate district-level and individual school representation, and planning and facilitation at least two meetings per year.
- Facilitates the Wellness Advisory Council evaluation and recommendations for changes in district-level policies related to school health and wellness, including physical education/activity and nutrition, and recommending updates based on any changes in federal or state child nutrition requirements.
- Monitors and ensures alignment of school-level programming with district-level health and wellness policies, including but not limited to local wellness policy, physical activity, Healthy, Hunger-Free Kids Act, and other applicable standards.
- Support district and school-level implementation and supports enforcement of policies related to school health and wellness, including physical activity and nutrition.
- Assures collection, documentation, and submission of appropriate school-level data.

- Provides support and technical assistance to school health co-leaders and teams in focused on implementation of the *Whole School, Whole Community, Whole Child* model.
- Pursues district-level grant funding to support health and wellness initiatives, assists schools with school-level funding opportunities, and manages grant funding including required reports.
- Works in a multi-faceted school or office environment with frequent requirements of lifting or moving less than 30 pounds.
- Performs other duties as assigned.

Personnel Management

- Provides district-level professional development opportunities for staff focused on the Whole School, Whole Community, Whole Child programming.
- Resolves conflicts using constructive coaching techniques while providing colleagues with feedback that is timely, clear and appropriate.

Business and Quality Integration

- Works with benefits manager, insurance providers, and Wellness Advisory Council to develop district-level staff wellness budget and plan based on health needs of the population.
- Participates in performances improvement program, introducing new tools and adjusting processes as necessary to ensure compliance with federal and state regulations, Department of Education standards, district wellness policies, and monitor and improve student/parent/teacher satisfaction,
- Assists in budget planning, when applicable.

Professional Interface

- Creates partnerships with other school and community health initiatives and stakeholders to build awareness and support for health and wellness across the district.
- Share successes with staff, administrators, school board members, parents, and community members.
- Collaborates with food service colleagues to provide supervised practice experiences for nutrition and dietetics students/interns as needed.
- Attends and participates in interprofessional teams and committees.

Professional Development

- Participates in state-level coordinator meetings and professional development events related to nutrition and wellness initiatives.

- Maintains status as a Nutrition and Dietetics Technician, Registered (NDTR), by the Commission on Dietetic Registration (CDR) via continuing education to maintain credential. Continuously improves knowledge of nutrition, physical activity, practice guidelines, and research related to responsibilities, and communication skills.
- Applies the Revised 2017 Scope of Practice for the NDTR, Revised 2017 Standards of Practice (SOP) in Nutrition Care and Standards of Professional Performance (SOPP) for NDTRs to evaluate competence, identify areas for continuing education, and advance practice; and Standards of Excellence in Nutrition and Dietetics for Organizations Metric Tool to measure and evaluate an organization's programs, services, and initiatives.
- Develops and implements an individualized professional development portfolio plan for professional growth and development, including participation in professional organizations and activities, workshops, seminars, and staff development programs.

KEY COMPETENCIES

Communication

- Demonstrates strong interpersonal skills and ability to communicate with faculty, parents and administration effectively in written, verbal and electronic forms.
- Successfully utilizes the most effective and meaningful form of communication to express ideas and information.

Problem Solving

- Analyzes and resolves difficult and sensitive challenges using professional, evidence-based approaches.
- Seeks involvement from diverse perspectives to solve problems.

Teamwork

- Promotes cooperation and commitment within a team to achieve goals and deliverables.
- Adapts approach, goals, and methods to achieve results in dynamic team situations.

Adaptability

- Adapts own attitudes and behaviors to work effectively with diverse populations and situations.
- Accepts and readily adapts to changing priorities, better ideas, strategies, procedures and methods.

Organization and Collaboration

- Ability to perform responsibilities without detailed instructions or necessity of close supervision.
- Organizes multiple tasks, establishes priorities, and meets deadlines for assignments and responsibilities.
- Cooperatively and effectively works with people from all organizational levels and builds consensus through negotiation and diplomacy.
- Proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Customer Focus

- Demonstrates service excellence to children, families, coworkers, other departments and the community by showing respect, honesty, fairness and a positive attitude toward all.
- Meets customer service needs quickly and effectively; takes action to review and remedy concerns.

QUALIFICATIONS

Education/Experience

Minimum Bachelor's degree in nutrition, public health nutrition, or related area, granted by an accredited college or university.. Completion of required dietetics coursework through a Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Additional coursework, certificates of training, or certifications related to health and wellness field desirable.

Current or previous work experience related to the ten components of the *Whole School, Whole Community, Whole Child* model preferred.

Formal or informal experience and background in a leadership capacity related to nutrition, health and wellness, or school nutrition and wellness.

Certification/License

Nutrition and Dietetics Technician, Registered (NDTR) by the Commission on Dietetic Registration (CDR).