

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Coordinated School Health & Employee Wellness Supervisor      **Department:** Safety and Health Department

**Grade:** K  
**H.P.D.** 8  
**D.P.Y.** 200

**Job Description****Reports to: Safety and Health Director****Date Reviewed: July 2021****Purpose of Job**

The essential function of this position is to serve the school district in the following areas:

Tennessee Coordinated School Health connects physical, emotional and social health with education through eight inter-related components. This coordinated approach improves students' health and their capacity to learn through the support of families, communities and schools working together. Coordinated School Health works with many partners to address school health priorities.

The CMCSS Employee Wellness Program is called Alive and Well. The Alive and Well an employee wellness program that provides opportunities that encourage people of all health statuses to participate in improving their lifestyle habits. This program includes a point incentive program, group fitness classes, nutrition education, and mental and emotional health.

Although these components are listed separately, it is their composite which allows CSH to have significant impact. These include: Healthy School Environment, Physical Education, School Nutrition Services, School Health Services, School Counseling, Psychological & Social Services, School Staff Wellness, Student Health Education, and Family & Community Involvement in School Health. This person supports the Safety and Health Department serving in other roles, as necessary.

Healthy School Environment includes: The Healthy School Environment component relates to the quality of the physical and aesthetic surroundings; the psychosocial climate, safety, and culture of the school; the school safety and emergency plans; and the periodic review and testing of the factors and conditions that influence the environment. Factors and conditions that influence the quality of the physical environment include the school building and the area surrounding it; transportation services; any biological or chemical agents inside and outside the school facilities that are detrimental to health; and physical conditions such as temperature, noise, lighting, air quality and potential health and safety hazards. The quality of the psychological environment includes the physical, emotional and social conditions that affect the safety and well-being of students and staff.

Physical Education includes: Physical education is a planned, sequential pre-k -12 curriculum program that follows national standards in providing developmentally appropriate, cognitive content and learning experiences in a variety of physical activity areas such as basic movement skills; physical fitness; rhythm and dance; cooperative games; team, dual, and individual sports; tumbling and gymnastics; and aquatics. Quality physical education

promotes, through a variety of planned individual and cooperative physical activities and fitness assessments, each student's optimum physical, mental, emotional and social development; and provides fitness activities and sports that all students, including students with special needs, can enjoy and pursue throughout their lives.

School Nutrition Services includes: Nutrition services assure access to a variety of nutritious, affordable and appealing meals in school that accommodate the health and nutrition needs of all students. School nutrition programs reflect the U.S. Dietary Guidelines for Americans and other criteria to meet the complete nutrition needs of students. Each school's nutrition program also offers a learning laboratory for classroom nutrition and health education that helps students develop skills and habits in selecting nutritionally appropriate foods, and serves as a resource and link with nutrition-related community services and educational programs.

School Health Services includes: Health services are provided and/or supervised by school health nurses to appraise, protect, and promote the health of students. These services include assessment, planning, coordination of services and direct care for all children, including those with special health care needs. Health services are designed and coordinated with community health care professionals to ensure early intervention, access and referral to primary health care services; foster appropriate use of primary health care services; prevent and control communicable disease and other health problems; provide emergency care for student and staff illness or injury; provide daily and continuous services for children with special health care needs; promote and provide optimum sanitary conditions for a safe school facility and school environment; and provide educational and counseling opportunities for promoting and maintaining individual, family and community health.

School Counseling, Psychological & Social Services includes: Counseling, mental health, and social services are provided to assess and improve the mental, emotional, and social health of every student. All students receive these services, including developmental classroom guidance activities and preventative educational programs, in an effort to enhance and promote academic, personal, and social growth. Students who may have special needs are served through the administration and interpretation of psychometric and psychoeducational tests, observational assessments, individual and group counseling sessions, crisis intervention for emergency mental health needs, family/home consultation, and/or referrals to outside community-based agencies when appropriate.

Health Education for Staff includes: Health education is a planned, sequential, pre K-12 curriculum and program that addresses the physical, mental and emotional, and social dimensions of health. The activities of the curriculum and program are integrated into the daily life of the students and designed to motivate and assist students to maintain and improve their health, prevent disease and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. The curriculum and program include a variety of topics such as personal health, family health, community health, consumer health, environmental health, family living, mental and emotional health, injury prevention and safety, CPR, nutrition, prevention and control of disease and substance use and abuse.

Student, Family & Community Involvement in School Health includes: Involvement of students, parents, community representatives, health specialists, and volunteers in schools provides an integrated approach for enhancing the health and well-being of students both at school and in the community. School health advisory councils, coalitions, and broadly-based constituencies for school health can build support for school health programs. School administrators, teachers, and school health staff in all components actively solicit family involvement and engage community resources, expertise, and services to respond effectively to the health-related needs of students and families.

School Staff Wellness includes: Wellness opportunities such as health assessments, health education and physical fitness activities are provided to all school staff, including the administrators, teachers and support personnel, to improve their health status. These opportunities encourage staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and greater personal commitment to the overall coordinated school health program. This personal commitment often transfers into greater commitment to the health of students and serving

as positive role models. Health promotion activities conducted on-site improve productivity, decrease absenteeism, and reduce health insurance costs.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Primary duty of compiling student and employee data regarding screenings and wellness. Gathers information for student and employee wellness screenings and submits state health and wellness reports as necessary. Responsible for submission of School Board and State Department submission of reports.

Primarily, employee works closely with the members of the Safety and Health Department being closely involved in all department initiatives and functions for the betterment of CMCSS. Works under the supervision of the Risk Management / Safety Department supervisory personnel and communicates closely, and assists the Safety and Health Director, District RN, Onsite Clinic Manager, and OJI Specialist.

Maintains working relationship and continuous dialogue with State and Federal consultants. Communicates this information to Safety and Health Director, requesting assistance when necessary.

Develops policies and procedures for Coordinated School Health and assists in Safety and Health Department policy and procedure development and implementation.

Attends departmental health and safety meetings, internal / external seminars and training sessions as required to retain technical knowledgeable of health and safety trends and to promote improved job performance.

Maintains an orderly office environment. Uses knowledge of various software programs to operate a computer in an effective and efficient manner. Safety and Health department employees in answering the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

When interns are used by the Coordinated School Health Supervisor, they are directed to assist with all Safety and Health Department functions for the betterment of CMCSS.

Communicates with Central Office Staff, School Principal, and necessary CMCSS staff to discuss district nutrition, health services and physical education policies under the direction of the Safety and Health Department supervisory personnel.

Provides wellness opportunities for Professional Development for PE Teachers, classroom teachers, classified staff and others as needed. Works with the Onsite Clinic Manager, Registered Dietician, and Safety and Health Department to provide wellness opportunities for employees.

Forms and serves on various advisory committees. Reports on committee matters to the Safety and Health Department supervisory personnel and obtains assistance when necessary, under their direction.

Seeks external funding for coordinated school health program.

Compiles data regarding counseling services for schools for School Board and state reports.

Coordinates the calibration of audiometer equipment annually. Assists the District RN in the ordering, gathering, and distributing of screening equipment to school staff.

Attends committee meetings and conferences regarding health service and health curriculum, acting as a liaison between school system and other agencies, under the direction of the Safety and Health Department supervisory personnel.

Maintains and transports any necessary health equipment to various locations.

Coordinates and plans wellness screenings, including blood pressure, body mass index (BMI), and vision/hearing screenings. Works closely with the District RN in the screening process and together, implementing guidelines and direction for school staff to follow.

Teaches a curriculum of nutritional topics for clients experiencing problems with obesity, cardiovascular disease, Type 2 diabetes, and other health issues.

Tracks and reports subjective and objective outcome measures from individual and group sessions.

Contributes to employee newsletter and uses social media to communicate wellness program events and activities.

Creates wellness-related initiatives and programming to facilitate and encourage participation in order to improve health and change lifestyle habits.

Coordinates and plans the Alive & Well Employee Wellness Program, including the Be Alive Points Program, employee tournaments/competitions, group exercise events, nutrition classes, and other activities that promote health and wellness.

Communicates with and manages wellness representatives located around the school system and county to help build a wellness culture within the workplace and boost employee involvement.

Utilizes marketing and communication resources, including print materials, social media, e-mail, and promotional events to encourage participation in employee wellness programs.

Helps establish relationships and communicates with other health-related entities in the area, including fitness facilities, health departments, and other organizations that may provide services to employees/patients.

### **Additional Job Functions**

Performs other duties as required and / or requested by the Safety and Health Director.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelor's Degree is required for this position. Five years' experience in Health, Wellness, and Nutrition is preferred; Good human relations, communication skills, and ability to lead audience discussions are required.

### **KNOWLEDGE OF JOB**

Have comprehensive knowledge of the policies, procedures, activities, current laws and regulations concerning Health, Wellness, Nutrition, and Physical Education. Have knowledge of current CMCSS functions and operations. Have the ability to maintain proper perspective of overall program of Health, Wellness, Nutrition, and Physical Education. Have the ability to express ideas clearly, concisely and convincingly. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble

information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and medical equipment such as computers, printers, copier, calculator, telephone, vision screening machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to 100 pounds of force occasionally, and/or in up to 50 pounds of force frequently, and / or up to 20 pounds of force constantly to move objects. Physical demand requirements are at levels of those for heavy work. The worker is required to function around mental patients. The worker is exposed to infectious diseases. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people,

or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Coordinated of School Health Supervisor.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM / SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking -expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**JOB CONDITIONS:** Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**