



Fremont Union High School District

Position: Wellness Space Support Specialist

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, the Wellness Space Support Specialist serves as a liaison between Wellness Space, students, parents, school site staff, and district personnel; performs a variety of supportive and clerical tasks; promotes parent education and involvement in various Wellness programs and other activities offered through the school and district; links families to district resources for community based and social services as appropriate; prepares and maintains related records and reports, including data collection and compilation; performs related clerical duties, as assigned. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. 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.

- Serves as a liaison between the Wellness Space, students, parents, school site staff, and district personnel; confers with school personnel, district administration, and others concerning students; may collaborate with outside agencies and social service agencies, inclusive of Santa Clara County Office of Education and Santa Clara County Behavioral Health Services Department (BHSD); link students, parents, and families to district resources for community based and social services; and prepares; and maintains related records and reports, including data collection and compilation.
- Communicates with students, parents, and families; promotes school site and district parent education and involvement in Wellness Space programs and other activities; facilitates family participation in various activities; and resolves issues or concerns as needed.
- Assists in developing, implementing, and monitoring programs and activities at school sites to promote student health and wellness.
- Provides information and associated materials to students, parents, and families related to community services, social services, and local resources.
- Initiates and receives a variety of telephone calls and provides information, contacts school offices, students and public; establishes and maintains a variety of files, logs, schedules, and records.
- Collaborates with school site staff and other Wellness Space team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.
- Participates in and supports student advisory groups and site and district wellness council, to ensure youth voice and community voice within the wellness space, in collaboration with site and district mental health team members.
- Assists with data collection, data entry, data utilization, and documentation for ongoing services, referrals, and programs.

- Creates and distributes newsletters, posters, forms and flyers; inputs and updates student referral data and service data into an assigned computer software program.
- Attends a variety of meetings, workshops, conferences and in-service trainings as assigned; assists with parent trainings and activities.
- Operates a variety of office equipment including a copier, printer, scanner, a computer, assigned software and other office machines as assigned.
- Performs clerical duties such as typing, answering telephones, copying materials, and preparing correspondence; prepares and maintains program-related records and reports.
- Inventories, orders, receives, and distributes materials, supplies and equipment.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, and Abilities:

- Act as a primary liaison to support the needs of students as they access the Wellness Space
- Student program objectives and functions.
- Awareness of multi-cultural communication.
- Operation of variety of office equipment including a computer and assigned software.
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience, and courtesy.
- Basic record-keeping, reporting, and filing techniques.
- Understand Wellness Space objectives and functions.
- Compose correspondence independently.
- Balance and prioritize a variety of work assignments.
- Perform clerical duties such as data entry, filing and duplicating.
- Maintain records and files; provide reports.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively in writing and orally (in person or by telephone) with diverse populations.
- Operate a variety of office equipment including a computer and assigned software.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires graduation from high school, supplemented by college-level coursework in education, counseling, psychology, social work, or related field and three years of experience involving community service, social services, health services, public relations, or related field in an educational or health organization. Experience working in a Wellness/School Based Health Center preferred.

Licenses & Certificates

- May require a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed in a high school office with continuing disruptions and distractions.