



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY
INTERNAL CANDIDATES ONLY
February 1, 2019**

POSITION: WELLNESS COORDINATOR

LOCATION: All CCPS Schools

POSITION SUMMARY: The Wellness Coordinator promotes student and staff wellness as a priority for the school and creates a culture of wellness at the school level. The Wellness Champion will recruit and form a wellness team in the school building. As the Wellness Champion, this person will work with his/her team to design a school vision for student and staff wellness, set goals, implement supporting activities, and provide evidence of success.

REPORTS TO: School Principal or Designee

QUALIFICATIONS AND EXPERIENCE: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must:

1. Possess a passion for wellness promotion and the ability to model requirements outlined by the CCPS wellness policy.
2. Have excellent oral and written communication skills.
3. Have demonstrated management, leadership and human relations skills.
4. The ability to exercise good judgement in making decisions.
5. Proven the ability to carry an assignment to its completion.
6. Have demonstrated ability to relate effectively to students, teachers, staff, central office personnel, parents and community members.
7. Such alternatives to the above qualifications as Calvert County Public Schools may find appropriate and acceptable.
8. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Conduct a needs assessment and identify current interest in activities for the school.
2. Recruit and chair a school wellness team.
3. Hold wellness team meetings.
4. Develop school wellness vision, goals, and activities.
5. Implement wellness activities.
6. Submit evidence and evaluation of wellness activities.

OTHER DUTIES:

Performs related work as required or assigned by the school principal or designee

PHYSICAL DEMANDS: Position requires significant periods of standing and walking, and is performed in a typical school environment.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT: Extra-duty, extra-pay position:

FLSA STATUS:

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE: Coach/Club/Advisor Application should be sent to the Principal where the vacancy is posted.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.