



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

Wellness Coach

JOB FAMILY: Instruction Support

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the assigned Administrator and supervision of licensed or credentialed staff, supports school sites and students with youth behavioral and mental health needs; promotes wellness education, mental health literacy, and supports with universal behavioral screenings; supports individual or groups of students with social and emotional skills, and assist with care coordination and linkages to crisis supports when necessary.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assists with documentation of provided services for school-based billable services.
2. Assists with the administration of universal screening programs in school; support students in completing behavioral health screenings.
3. Delivers group or classroom programming focused on wellness promotion and education, relationship building, bullying prevention, and life skills in the area of stress management, time management and problem solving; supports school wide behavioral systems.
4. Facilitates communication with other professionals that are providing support and care to youth, including connecting individuals to support providers at school.
5. Provides brief check-ins with students that provide emotional support and/or follow manualized curriculum in an individual or small group setting that enhances wellness.
6. Supports small group programming of a structured curriculum to enhance wellness and life skills; supports students with goal setting and coping skills.
7. Supports the school with identification and linkage of youth in need of behavioral support to providers in the school, broader organization, or community; connects students and families to internal behavioral or mental health resources; supports family and community engagement efforts.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Perform related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Available community resources and services
- Challenges, behaviors, and needs of various student populations, including at-risk, high-risk, and those with special needs
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Data collection strategies
- District organization, operations, regulations, policies, and objectives related to position
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Oral and written communication skills
- Positive behavior support and intervention techniques and instructional strategies
- Reading and writing English communication skills
- Understanding of behavior and mental wellness principles

Skills and Abilities to:

- Analyze situations accurately and adopt an effective course of action
- Assist with maintenance of student records
- Collect and maintain data
- Communicate effectively both orally and in writing
- Communicate with diverse groups
- Drive a vehicle to conduct work.
- Establish and maintain cooperative and effective working relationships with others
- Interpret and explain rules, regulations, policies, and procedures
- Learn structured teaching principles
- Maintain confidentiality of student records and communications
- Maintain routine records and data related to assigned activities
- Meet schedules and timelines
- Model specialized strategies and techniques
- Operate a computer and assigned office equipment
- Prepare and adapt materials to enhance student behavioral and mental health
- Present to groups of students/adults in a small group, classroom, and/or individual setting
- Recognize and understand behavior and mental health needs
- Understand and follow oral and written directions
- Work individually with a student on skill development and goal-setting

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in psychology or a related field and three years of experience working in an educational setting or other youth-oriented program supporting student behavior and mental health needs.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special qualifications include:

- Completed at least 48 units at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR

- Met (pass) a rigorous standard of quality and can demonstrate, through a formal local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics

LICENSE(S) REQUIRED:

- Valid California Class C Driver’s License and evidence of insurability to perform work

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- Begin Wellness Coach Certification process upon hire and complete certification within designated time frame.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District’s provider at District’s expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor/outdoor/classroom environment
- Potential for driving a vehicle to conduct work when driving between school sites
- Dexterity of hands and fingers to operate standard office and classroom equipment
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and monitor student activities
- Bending at the waist, kneeling, or crouching to assist students or retrieve materials
- Lifting and carrying moderately heavy objects as assigned by the position
- Physical agility to maneuver as needed in response to situations to keep students and staff safe
- Potential contact with bodily fluids
- Potential contact with blood-borne pathogens and communicable diseases
- Potential contact with dysregulated individuals and/or students who engage in physical aggression towards staff or students.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store materials and supplies
- Possible traffic hazards