

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

---

### **TITLE: SUPERVISOR OF WELLNESS AND SPECIAL PROJECTS**

#### **QUALIFICATIONS:**

1. Valid New Jersey Supervisor certificate.
2. Possession of a Masters of Social Work and/or related field with Pupil Personnel Services credential.
3. Experience supervising employees and student interns.
4. Experience providing case management, counseling, and facilitating support groups.
5. Demonstrates an extensive knowledge of adolescent health, mental health, and substance use/abuse.
6. Demonstrates ability to take initiative and provide self-directed leadership at the school site level.
7. Ability to organize, plan, coordinate and direct a variety of programs and services.
8. Demonstrates effective collaboration and problem-solving skills when working with other districts, community-based organizations, and other local agencies.
9. Ability to establish and maintain a collegial working relationship with students, faculty, staff, parents, and other constituencies.
10. Basic understanding of computer skills (word processing, e-mail, internet, database, spreadsheet, student information system)
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
12. Twelve month position.

**REPORTS TO:** Building Principal

**POSITION GOAL:** The Supervisor of Wellness and Special Projects is responsible for overseeing the Student Wellness Center at Northern Highlands Regional High School, including: program implementation, day-to-day operations, coordinating direct services, and spearheading school-wide prevention and education efforts. The Supervisor of Wellness also assures compliance with laws, codes, and regulations related to student support and wellness services; evaluates assigned personnel; and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's goals.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **WELLNESS , INITIATIVES, IMPLEMENTATION, AND OPERATIONS**

1. Keeps abreast of developments in the field of student wellness and furnishes leadership in determining their appropriateness for inclusion in the district's program.
2. Manages a student referral and case management system; establishes uniform procedures and forms for wellness and counseling services.
3. Writes and publishes information to be included in the district guidance newsletter.

4. Attends professional development and appropriate professional meetings/conferences as needed.
5. Prepares a Wellness budget in consultation with the building principal. Look for and write grants where funding can be obtained for program initiatives.
6. Collaborates with building staff (including administration, school counselors, CST, faculty, and staff), Wellness team, I&RS team, Student At-Risk committee, and School Safety Team to ensure collaboration, implementation, and alignment of Wellness programs and on site services.
7. Assists in the recruitment, screening, hiring, training and assigning of personnel.
8. Conducts initial assessments and triage, provide case management, crisis counseling and intervention
9. Co-facilitates and coordinates a variety of support/empowerment groups for students.

### **SCHOOL HEALTH PROMOTION AND COORDINATION OF SERVICES**

1. Collaborates with Director of Guidance and SAC(s) to assess school needs and coordinate community partners to provide student Wellness services.
2. Consults with sending district (Allendale, USR, HHK and SR) middle school and elementary school administrators and counselors about wellness initiatives and programs.
3. Works with community partners to maintain on and off site services and referrals for students, families and staff.
4. Facilitates ongoing and effective communication between Wellness Center and community partners.
5. Promotes health and wellness school-wide, support overall school climate and assist in implementation of school site support plan.
6. Develops and implements ongoing Wellness outreach and communications to school staff, students, parents and community.
7. Coordinates professional development opportunities for staff and parents in collaboration with the Director of Curriculum, Instruction and Assessment.
8. Responsible for the working with administrative and supervisory team to ensure integration of SEL curriculum across all disciplines.
9. Holds regular department meetings to communicate initiatives, share ideas and plan for ongoing growth.
10. Plans and implements school-wide Wellness events, including evening events.
11. Partners with the other departments and teachers to integrate Wellness into the classroom.
12. Chairs the School Climate Team.
13. Partners with Boomerang Project as the administrative liaison.
14. Communicates with student clubs, student leadership groups, and other student groups.
15. Oversees the Positive Coaching Alliance program that creates a positive, character-building environment.
16. Offers ongoing consultation with staff and administration regarding student health and wellness issues.
17. Ensures student voice and leadership through the development of a Student Advisory Council.
18. Creates, curates, and maintains relevant supports and material for a Wellness Website.

## **DATA COLLECTION, REPORTING, PROGRAM MONITORING/EVALUATION & COMMUNICATION**

1. Oversees Student Assistance Counselor(s) (SAC) and any contracted counselors.
2. Conducts formal and informal observations.
3. Assists SAC(s) with developing, monitoring and evaluating annual PIP goals and objectives, including performance summary.
4. Plans professional development activities for SACs and completes and submits appropriate forms.
5. Develops and implements annual Wellness Center work plan in collaboration with the principal and wellness team.
6. Maintains case management referral and filing system of all referred and registered program clients.
7. Interprets and communicates the philosophy of the wellness program to the board, the administration, and the staff and acts as a consultant to them.
8. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
9. Facilitates resolution of parent concerns or refers concern through the chain of command.
10. Assists with the preparation of state and federal monitoring.
11. Oversees Wellness Team and program service utilization data and data entry.
12. Compiles monthly/annual reports on services provided, reasons for intervention, and other relevant data to help inform decision making.
13. Manages reporting for the purpose of ensuring compliance with board policy and legal mandates.
14. Performs other related duties as may be assigned by the principal and or designees.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE Approved: 2/24/2020