



Brian J. Polito, CPA
Superintendent of Schools

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Assistant Superintendent

Teresa Szumigala
Assistant Superintendent

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An Equal Opportunity Employer

District Wellness Manager

Position Summary: District Wellness Manager will support the planning, implementation, and evaluation of the districts K-12 Whole School, Whole Community, Whole Child program in order to improve the health and wellness of all students and staff at each school site in the district through an equity lens.

Salary: \$81,006 annualized

Terms of Employment: Non-Rep, 260 day

Essential Duties and Responsibilities

- Works with the Superintendent and other administrators to design and implement the District vision and plan for wellness.
- Provides leadership and support that contributes to improved District and school culture
- Supports the development, implementation, and integration of District policies and regulations related to Health and Wellness, Social Emotional Learning, transportation, food service, and other applicable programs to improve each child's cognitive, physical, social, and emotional development.
- Collaborates with school-level staff to ensure implementation and alignment of wellness programs and services on site.
- Assists with ongoing data collection including wellness evaluation surveys and uses data and expert guidance to make necessary modifications and cultivate and expand wellness in the district
- Identifies and secures funding sources, including grants, to support the District's Health and Wellness programs and manages grant funding and completes required reports.
- Attends conferences and other professional development opportunities in order to remain current on the latest wellness-related educational research findings and guidance.
- Plans and coordinates health and wellness-related professional development trainings to present at staff orientation, workshops, students' classes, conferences, and or in-service meetings.
- Creates partnership with other school and community health initiatives to build awareness and support for health and wellness across the district
- Engages parents and the community in promoting health-enhancing behaviors and better health through parent and community education
- Attends key meetings in the district and community to increase credibility, recognition, and opportunities where health and wellness can overlap.

- Shares successes with staff, administrators, school board members, parents, and community members.
- Other related work as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree in Public Health, Public Health Administration, Health Education, Communications, Health Communications or related field
- Knowledge of the principles of public health education
- Duties require travel throughout the district and city, therefore a valid driver’s license, auto insurance and a reliable means of transportation is mandatory
- Computer literate with recent work experience using a computer and a variety of office equipment
- Flexible and able to work extended working hours, which may include nights, weekends/holidays as necessary.

KNOWLEDGE, SKILLS, & ABILITIES:

- Passion for school wellness advocacy
- Passion for education and professional development
- Exceptional interpersonal skills, including the ability to work well and communicate both orally and in writing with faculty, administration, parents, and students and with community members
- Ability to organize, plan, coordinate, direct, and evaluate a variety of programs and services
- Ability to take initiative and provide self-directed leadership at the school site level
- Ability to meet and learn remotely
- Must be accurate, detail-oriented, and well-organized
- Must project a professional demeanor at all times

Evaluation: Superintendent/designee

This list intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

INTERESTED APPLICANTS FOR THIS POSITION SHOULD SUBMIT A RESUME at:

<https://www.applitrack.com/ErieCityPA/onlineapp/default.aspx?Category=Student+Support+Services>

POST:	8:00 AM	August 1, 2023
REMOVE:	3:30 PM	August 18, 2023

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON AGE, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, DISABILITY OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.