

Job Title: Director Health, Wellness, and
Physical Education

Wage/Hour Status: Exempt

Reports to: Executive Director,
Student and Family Empowerment

Pay Grade: 108

Dept/School: Health, Wellness and Physical Education

Date Revised: November 3, 2021

Primary Purpose

Direct operations for the Health, Wellness, and PE. Provide leadership to Coordinated Schools Health, Comprehensive Health Education, Physical Education, Title I and Title II entitlements, Action Based Learning, Character Education, and other external grant programs related to health and wellness.

Qualifications

Education/Certification

Master's Degree

Valid Texas Mid-Management, Supervisor, or Administrator Certificate

Special Knowledge/Skills

- Demonstrated leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge of federal and state laws, TEA guidelines, and Board policies
- Ability to interpret policy, procedures, and data
- Knowledge in the planning, design, development, implementation, and assessment of health and wellness programs
- Knowledge of curricular trends, issues, school reform, and standards development for health and physical education
- Strong organizational, communication and interpersonal skills
- Ability to manage budget and personnel

Experience

Five (5) years of related experience in program design, implementation, support and evaluation

Major Responsibilities and Duties

Instructional and Program Management

1. Plan and organize for the delivery of the district's health, physical education, and character education instructional programs to ensure implementation of adopted curriculum.
2. Assist in developing and administering procedures and policies related to health and wellness and PE.
3. Facilitate the School Health Advisory Council (SHAC) and all laws pertaining to SHAC.
4. Plan, implement, and evaluate the strategic plan for office of health and wellness and PE.
5. Assess, develop and implement the use of technology.
6. Participate in the District wide Improvement Plan (DIP) design and implementation.
7. Ensure compliance with state law requiring students in Grades 3-12 to be tested in Fitnessgram.
8. Attend school board meetings, prepares reports, and serve on other committees assigned.
9. Monitor the use, care, and replacement of capital equipment and/or facilities as appropriate.
10. Keep abreast of latest trends and developments in health and wellness and PE.

Budget

11. Prepare and administer budget to support the instructional programs.
12. Ensure compliance with all purchasing policies and guidelines.
13. Ensure a systemic process to inventory and protect assets.
14. Demonstrate responsible fiscal control over assigned budgets.
15. Coordinate with External Funding Director to initiate proposals for Title I, Title II, and Title IV Programs to assist campuses.

Personnel Management

16. Assist campus administrators in the development of the Campus Improvement Plan as it relates to health, wellness, and PE.

17. Assist in locating qualified teaching personnel.
18. Provide differentiated staff development for professional personnel within the Office of Health and Wellness.

Communications and Community Relations

19. Maintain high visibility in educational community.
20. Participate in district and community activities.
21. Develop articulation plans with post-secondary institutions.
22. Interact and provide information to the community regarding health and wellness programs.
23. Plan and chair committees and/or meetings assigned by immediate supervisor.
24. Assist and promote safety procedures in the District.
25. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise and evaluate the performance of all assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title:

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.