

Building Level Employee Wellness Representative
JOB DESCRIPTION
2019-2020

OVERVIEW: Building Level Employee Wellness Reps will be given a stipend to acknowledge the extra responsibility and leadership of this position. As an Employee Wellness Rep you will be expected to work with the principal to create a building wellness plan, to facilitate monthly employee wellness activities in your building and attend District Wellness meetings after school. The anticipated out of contract time dedicated to this position is approximately 1-2 hours a month.

STIPEND: \$700 (payable in 2 installments in December and June). Payroll taxes will be deducted from this amount.

RESPONSIBILITIES INCLUDE:

- **Attend** 4 employee wellness meetings (One at beginning of year)
 - Members of the Wellness Council will lead trainings for reps to increase knowledge of activity breaks, building challenges, and mindfulness activities for use in facilitating employee wellness in buildings.
 - Learn required ways to track activity data.
- **Create** a building wellness plan with the principal/administrator. (template will be given).
- **Facilitate** employee wellness as part of the building plan
 - Communicate employee wellness activities to your principal/administrator.
 - Facilitate employee wellness communication to building staff.
 - Lead/Plan one employee wellness activity a month in building (at a minimum).
 - Have at least 1 in-building challenge.
- **Dedicate** 30 minutes (minimum) a month meeting time with principal/administrator for employee wellness planning, including implementation of DDSD Wellness Policy.
- **Communicate** monthly with District Wellness Council on building level activities, including providing recorded activity data (see below).
- **Record** data on building employee wellness activities, including type of activity and number of employees who participate as measured by sign-in sheets.
- **Write** one article for the wellness newsletter for the year.
- **Demonstrate** a professional and positive attitude while carrying out responsibilities as a faculty member.

Building Level Employee Wellness Reps MEETING DATES:

TBD

I acknowledge I am being paid in December and in May for work taking place throughout the year; if I don't complete my assignment, I will be required to pay back my prorated stipend.

Name

Building

Date