



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE: WELLNESS SUPERVISOR  
(TEMPORARY - Grant funding to be reviewed annually  
up to 3 years maximum )**

**RANGE: S-37**

**PRIMARY FUNCTION:**

Under the direction of the Director, Wellness and Engagement; participate in the implementation, coordination, direction, and supervision of the District Wellness Initiative and Multi-Tiered Systems of Support. Participate in the formulation, development, and administration of District policies and procedures, supervise, and evaluate assigned staff, and oversee the development of programs. Plan and coordinate related staff development, provide direct support to schools, and manage and participate in school-based and community partnerships focused on services to students seeking support or needing interventions for academics, behavior, and attendance.

**REPRESENTATIVE DUTIES:**

- Contributes to improved student success by training school and district personnel about principles and best practices associated with supporting students' social, emotional, behavioral, and mental health needs.
- Facilitates development and implementation of interventions, including Trauma-Responsive Practices, Positive Behavioral Interventions and Supports, and Restorative Practices.
- Supports the establishment and maintenance of a system of supports that includes evidence-based practices, referral and screening process, progress monitoring, and tracking.
- Supports thoughtful and systematic implementation and sustainability of the Wellness Initiative.
- Assists with the development, implementation, and coordination of Wellness Centers and Peer Support programs in District schools.
- Assists with supervision of the Student Assistance Program team and coordination of activities.
- Assists with program evaluation, demonstrating that students in need are reached and that services they receive are timely, helpful, and effective.
- Assists with monitoring budgets related to assigned areas of responsibility.
- Assists with response to emergencies.
- Serves as liaison with other departments, services, and agencies.
- Performs other related functions as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

The responsibilities within the Student Assistance Program (SAP), Peer Support programs, and the development of Wellness Centers.

The associated California Education Codes and applicable law as well as RUSD Board Policies and Administrative Regulations.

Philosophy, principles and practices of Positive Behavior Intervention and Support (PBIS).

Non-violent crisis intervention techniques IEP (Individualized Education Program) process and law Behavioral principles and practices related to children Community support services including mentoring, mental and physical health, and other resources that target students and families.

Data collection, record keeping and report preparation techniques.

Correct English usage, punctuation, spelling, grammar and math

Interpersonal skills using tact, patience and courtesy

Communication skills.

Proper supervision and evaluation of staff.

First aid and CPR procedures

Health and safety regulations

### **Ability to:**

Ensure District compliance with applicable laws, rules, regulations and policies related to the Student Assistance Program (SAP), Peer Support programs, and the development of Wellness Centers.

Supervise the activities of others engaged in the Student Assistance Program (SAP).

Communicate effectively orally and in writing.

Direct, train and evaluate the work of staff.

Resolve conflicts and competing priorities.

Establish and maintain effective working relationships with students, parents, staff, and community agencies.

Use a computer and a variety of software programs.

Analyze situations to define issues and draw conclusions.

## **EDUCATION AND EXPERIENCE:**

Master's Degree in Psychology/Social/Behavioral Sciences, Education or related field and three (3) years' experience in case management, social work, and at-risk families. Experience in a supervisory role is desirable.

Bilingual ability, preferred.

## **CERTIFICATES/CREDENTIALS/LICENSES:**

One or more of the following licenses or credentials are required:

Licensed by the California State Board of Behavioral Sciences or the California Board of Psychology as a Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW), Professional Clinical Counselor (LPCC), or Clinical Psychologist (LCP).

Valid California driver's license.

Requires use of personal automobile, and the possession of a valid California Driver's License and proof of current and appropriate auto insurance coverage.

Valid First Aid and CPR (Cardiopulmonary Resuscitation) Certificate required.

## **WORKING CONDITIONS:**

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration