

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Health, Safety, and Wellness Trainer

**QUALIFICATIONS:** Instructor certification in American Heart CPR/Heart Saver/First Aid

**REPORTS TO:** Principal

**JOB GOAL:** To promote school site wellness and to ensure emergency preparedness at the school site.

## PERFORMANCE RESPONSIBILITIES:

- Teach a minimum of one CPR/AED/First Aid course at the work site annually to be conducted according to the American Heart Association guidelines.
- Ensure continuous posting of certified staff members' names and locations in the clinic, front office, cafeteria, gymnasium, and other appropriate areas.
- Assist principal and other school personnel in improving the health of students and staff.
- Monitor and maintain school's Automated External Defibrillator (AED) and its supportive equipment per SBAC protocol.
- Provide opportunities for health screenings, vaccinations, and seminars for staff members yearly.
- Administer a wellness survey to identify specific wellness needs and interests of staff and students on an annual basis.
- In cooperation with the appropriate staff implement and document the wellness in-service component (Lifestyle Improvement/Fitness Enhancement) using district approved programs.
- Serve as school contact for all school wellness programs, and conduct wellness committee meetings twice a year as per SBAC policy
- Serve as the school contact person for the Health Fair: advertise, promote, and serve as a staff member for at least one event.
- Assist the principal in any other wellness related activity as assigned.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994**

Form Number: PER 213.001  
New Date: 5/19/14