



Position Title: Wellness Council Implementation Coaches – 4 coaches will serve 4-6 schools each.

Compensation: Stipend Contractual \$1,000 for remainder of SY15-16 (annual renewal)

Location: Offices at 370 Columbia Road, Dorchester MA 02125; travel to assigned schools required

Requirement: Must be current or past BPS employee.

Background: The Boston Public Schools adopted a comprehensive district wellness policy in June of 2013, which requires that every school have a wellness council that coordinates school level efforts to implement the district wellness policy. Wellness Council Implementation Coaches will provide support and assistance to schools in wellness council development and wellness policy implementation.

Purpose: Coaches will provide direct technical assistance (TA) to schools to increase wellness council functionality and implement the comprehensive district wellness policy.

Position Overview and Responsibilities: Coaches will support assigned schools on developing action plans to implement the district wellness policy, work with wellness councils to improve their functionality, and keep councils on track with district timeline/due dates.

Specifically, coaches will:

- Provide direct technical assistance to help schools with:
 - Wellness Action Plan (WAP) implementation
 - Wellness council assessment
 - Wellness council action planning
 - Completing the School Health Index from the Alliance for a Healthier Generation
- Coaches will support schools by:
 - Reviewing WAPs and ensure that they are completed by due date, including the completion of the Comprehensive School Physical Activity Program Plan (CSPAP)
 - Providing 1 hour/week office hours for schools receiving general TA
 - Supporting schools to achieve National Recognition Awards
 - Connecting with each school's Wellness Council leader monthly (phone or in-person)
 - Attending at least one Wellness Council meeting at each assigned school between March-June
 - Answering questions via email and/or phone
 - Notifying schools of H&W department and district PDs
- To meet program targets, coaches will:
 - Write and follow a work plan
 - Attend required Cadre Coaches' trainings per year (3-5 trainings)
 - Record each school's progress using a technical assistance tracking tool

- Hold a monthly check-in with the Wellness Policy and Promotions Manager
- Report wellness council progress to H&W department

Qualifications – The ideal candidate will possess:

- Ability to collaborate with diverse stakeholders
- Passion for health and wellness
- Excellent communication skills
- Comfort with technology/computer and online tools
- Experience being on a school wellness council and involvement in school wellness efforts
- Superior organizational skills
- Knowledge of the district wellness policy and other health and wellness efforts in BPS
- Strong problem-solving skills with an ability to think creatively, reflect, and share knowledge
- Current or past BPS employee

Time Requirements:

- Anticipated up to 7-10 hours per month from March-June; hours are likely to fluctuate depending on deliverables due.

To apply: Please send a letter of interest and your resume to Lori Marcotte at lmarcotte@bostonpublicschools.org