



monarch school
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Monarch School Project Health and Wellness Manager

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Health and Wellness Manager is responsible for the oversight and logistics of K-12 health and wellness in-school and after school which includes physical education, CIF and Recreational sports, nutrition, and garden programs. In this role, the Health and Wellness Manager will be supervising instructors and coaches, planning, scheduling, organizing, and directing all aspects of the MSP Health and Wellness team and program.

Reporting Relationship

The Health and Wellness Manager reports to the Director of Student Engagement, under the Senior Director of Programs, however the incumbent must be able to communicate with other team members, Board of Directors, and external stakeholders.

Supervisory Responsibilities

The incumbent in this position will supervise 3 health and wellness instructors (1 PE instructor, a nutrition instructor and garden instructor), the Athletic Director, season-based coaches for K-12 rec sports and CIF sports, as well as volunteers.

Position Responsibilities and General Responsibilities

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

Position Responsibilities

Management Responsibilities:

- Oversee instruction and curriculum of the Health and Wellness instructors, collaborate with our educational partners to provide the best learning environment.
- Provide/ participate in professional development and coaching for the Health and Wellness team.

- Facilitate Health and Wellness team meetings, check-ins, and provide program and professional development support for the nutrition program, the garden program, physical education enrichment, and CIF and Recreational Sports program.
- Represent H&W team through active participation and engagement in weekly manager meetings, treatment team meetings and other committee meetings including sharing responsibilities of decision making, facilitating, note taking, and supporting the monthly all programs team meetings.
- Manage the Health and Wellness budget including purchase requisitions, payments, tracking expenses and ensuring officials are secured and paid.
- Manage the master schedule of gym usage with on-site instructors and community partners including game day reservations, practices, and special events.
- Provide training and onboarding for coaches and team members to ensure a common philosophy on strength-based trauma informed restorative practices within the program and healthy boundaries between adults and students.
- Assign instructors, volunteers, and interns with day-to-day Health and Wellness needs such as snacks/supplies order, van maintenance, inventory of equipment and uniforms, laundry.
- Oversee proper data collection to achieve programmatic goals (as outlined by logic model).
- Create a yearly logic model in collaboration with the team and Director of Student Engagement.

Student Programming:

- Lead program planning of yearly content area schedule including units taught, facilities, and grade level of students.
- Collaborate and foster collaboration with the Programs team and K-12 teachers to create schedules and age-appropriate units for electives and enrichment from the Health and Wellness team.
- Coordinate with the Health and Wellness team the annual CIFSDS Monarch Student Athlete Symposium, Physical Fitness Test, and end of seasons banquets.
- Identify and coordinate with community partners for in-school, after-school, and off-site health and wellness opportunities including the summer swim program and extracurricular opportunities for students and families to engage in sports or spectatorships.
- Seek new opportunities for student programming, cross department collaboration, and community partnerships. Create partner MOUs and oversee partner relationships.
- Provide additional day to day student support as needed (meeting with parents, supporting student behavior, etc).

Recreational Sports:

- Maintain current rec partners and foster new rec partnerships as opportunities arise.
- Receive league schedules and consolidate/ share them in a timely manner, providing updates to necessary parties as needed as needed.
- Coordinate rec transportation and food for games/ student events.
- Collect and document necessary forms for each student in a timely manner
- Work with the Athletic Director to order uniforms, shoes, and sports-specific items when necessary to ensure that equipment is available for all student-athletes, add to inventory in a timely manner.
- Coordinate with other campus/ partner programming to avoid scheduling conflicts.
- Oversee partner expectations, cleanup, safety coordination, and parking.

CIF and Oversight of Athletic Director:

- Ensure adherence to rules and regulations of the sport (CIF SD Green Book: <http://www.cifsd.org/governance.html#v-tabs3>)
- Oversee AD in ensuring the submission by coaches of team rosters, team scores, and individual or team records are accurate. Assist in record/scorebook-keeping and inputting scores into MaxPreps and CIF Home Campus to validate power rankings (as needed)
- Know and abide by the policies and procedures of the district, plus rules set up by the league, state, and national governing bodies.
- Serve as CIF driver for tournaments as needed.
- Assist AD in advertisement and solicitation of applicants for open SDCOE coaching positions, arrange interview processes, and make recommendations to the principal. Ensure the hiring process is followed and walk-on coaches have completed the required process before starting assignment.
- Provide additional support to coaches and instructors including coverage, gym set-up/clean-up, and spectator and student supervision.
- Assist coaches and health and wellness instructors with transportation requests and support.
- Submit an annual written report evaluating the program, with recommendations for improvements at the end of the season, if requested by the site administrator.
- Administer the academic and conduct expectations and eligibility of athletes.
- Serve as stand in AD as needed.

Instructing:

- Plan and lead high school and/or middle school elective.
- Two (2) + years Teaching/Instruction experience.
- Curriculum design and lesson planning experience.

- Serve as a substitute in instructors' absence.

General Responsibilities

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity, and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare, and best interests always
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers, and audiovisual equipment
- Performs other duties and projects as assigned

Education and Experience

- A bachelor's degree is preferred.
- Two (2) + years Teaching/Instruction experience.
- Curriculum design and lesson planning experience.
- At least two (2) years prior professional experience working in youth program development with supervisory responsibilities.
- Experience working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting unhoused students and families.

Preferred Skills

- Program management and organizational skills, including the ability to juggle multiple workflows and adapt to shifting priorities in a fast-paced environment
- Ability to lead professional development training and coaching
- Practice and apply restorative justice protocols, strengths-based practices, and trauma-informed care
- A willingness to commit Monarch's mission of creating safe spaces for students, families, and staff to build authentic relationships.
- Bilingual in English + Spanish

Certificates and Licenses

A valid California Driver's license and CPR/First Aid Certification is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, permanent, salary position, with a pay range starting at \$65,000.00 to \$68,640.00 per year.

Benefits include PTO starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), and transportation reimbursement.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Health and Wellness Manager**” in the subject line. This position will remain open until filled.