

**School Wellness Policy In Action Mini-Grant Program Application**

**Applications must be received by March 5, 2010  
Projects must be completed and funds spent by August 31, 2011**

This grant program is designed to support Montana school districts in putting their school wellness policies into action by directing funds to support a) a school wellness coordinator and/or b) implementing action steps in regard to the school wellness plan.

**Please review the following introductory letter, all attachments and the *Montana Team Nutrition’s School Wellness Policy In Action Implementation Guide* (located at [www.opi.mt.gov/schoolfood/wellness.html](http://www.opi.mt.gov/schoolfood/wellness.html) ) before completing this application.**

**Questions? Contact Katie Bark by telephone at (406) 994-5641 or by e-mail at [kbark@mt.gov](mailto:kbark@mt.gov)**

***Please type or print neatly. Attach additional pages if needed.***

Name of School District \_\_\_\_\_

Address/City/State/ZIP \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Summer Telephone \_\_\_\_\_ Summer E-mail Address \_\_\_\_\_

Grade levels served by School District \_\_\_\_\_ Potential Number of Students Reached \_\_\_\_\_

1. Title of Project \_\_\_\_\_

2. Target Audience \_\_\_\_\_

3. Estimated number of people the project (including students, staff) will impact \_\_\_\_\_

4. **Project Plan:** Describe in detail the project plan. Use additional paper as needed. 60 points.

a.) Please include a copy of your school district’s wellness policy and, if available, the school wellness action plan or implementation plan for the current year.

b.) Does the school district have an active School Wellness or Health Advisory Committee?

\_\_\_\_ Yes                      or                      \_\_\_\_ No

If yes, please include a list of the positions (or roles) and their names that serve on the committee.

If yes, please include information on the committee meeting schedule, leadership of the committee, and examples of the past or current work (action plan or projects) of the committee.

If no, please describe the district's plan for initiating and maintaining a committee that involves a variety of stakeholders (from students, key school staff to community members).

c.) List the goal(s) (selected from Attachment B) that will be addressed through this grant. Be sure to include information on the evaluation process; see 4e).

d.) Describe in detail the steps the district will take to meet the goal(s) of the grant.

e.) Describe the evaluation process and how success will be measured. Think in terms of simple data that can be gathered throughout the course of the funding period. Evaluation data should help to a) determine the effectiveness of having a school wellness coordinator; or b) the impact of the steps/strategies taken to put the school wellness policy into action in the food service program, classrooms, or throughout the school environment.

5. **Sustainability:** Describe how the coordinator position and/or implementation steps will be sustained after the funding period is over. 10 points
  
6. **Collaboration:** Describe how the district will promote a collaborative approach between administration, staff, students, parents and the community in meeting the project goal(s). 5 points
  
7. **Budget:** Please indicate the amount of the mini-grant funds requested and complete Attachment C (Budget Detail Form) describing how funds will be expended. Be sure to follow Attachment D (Guidance for Allowable Expenditures). 20 points

Up to \$5,000 can be awarded to a school district. The application plan and budget should justify the amount of funding that is needed to meet the project's goal(s) and to create a sustainable healthier school nutrition environment.

- \_\_\_\_\_ \$1,000
- \_\_\_\_\_ \$2,500
- \_\_\_\_\_ \$5,000
- \_\_\_\_\_ Other: please list the amount \$ \_\_\_\_\_

8. **BONUS POINTS:** 5 points will be given if the majority of the schools in the district are enrolled as Team Nutrition Schools (TNS). Determine if your schools are enrolled as TNS by going to the following Web site: <http://teamnutrition.usda.gov/schoolsdb/srchpage.asp>. Enter in your ZIP Code in the Search database to determine if your schools are enrolled as a Team Nutrition School. You may receive the bonus points by submitting the TNS application to the USDA by the mini grant submission deadline. To verify submission, please include a copy of the application forms with the grant application. 5 points

## Confirmation and Signature

I verify that the funds from this mini-grant will be used specifically to fund a *School Wellness In Action Project* as detailed above. I understand that mini-grant funds need to be spent by August 31, 2011. I agree to submit both a mid-term progress report and a final progress and budget report to the funding agency by the reporting deadlines of December 30, 2010, and September 10, 2011, respectfully.

\_\_\_\_\_  
Project Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Superintendent Signature

\_\_\_\_\_  
Date

School District Name \_\_\_\_\_

The School District Tax ID \_\_\_\_\_  
(The grant award check will be payable to the school district)

## Technical Assistance Opportunities

Team Nutrition staff invite you to contact us if we can provide additional clarification on this mini-grant program. In addition to individual assistance, Team Nutrition staff will offer two opportunities to receive technical assistance (via a conference call) on grant requirements or suggested strategies or action steps regarding school wellness policy implementation plans. **These events will occur at 4:00 p.m. on Tuesday, February 2, and Tuesday, February 9, 2010. Preregistration is required** to participate in these conference calls. To preregister, please e-mail your name, e-mail address and telephone number to [maryann.harris@montana.edu](mailto:maryann.harris@montana.edu) or call us at (406) 994-5397 at least one week in advance of conference call dates.

### **Applications must be received by March 5, 2010**

**Applications will be accepted via mail or e-mail. If sending an electronic version, please call us to verify that it was received, and be sure to fax this signature page to Montana Team Nutrition at the following number: (406) 994-7300.**

## Grant Submission

Submit the grant application to:  
Katie Bark, RD LN  
Montana Team Nutrition Program, Montana State University  
PO Box 173370, 202 Romney Hall  
Bozeman, MT 59717-3370  
E-mail: [kbark@mt.gov](mailto:kbark@mt.gov)  
Telephone: (406) 994-5641  
Fax: (406) 994-7300

This project is being funded by a 2009 USDA Team Nutrition Training Grant awarded to the Montana Office of Public Instruction. The USDA is an equal opportunity provider and employer.



## **ATTACHMENT A: Team Nutrition School Enrollment Form**

Becoming a Team Nutrition School will help you focus attention on the important role nutritious school meals, nutrition education and a health-promoting school environment play in helping students learn to enjoy healthy eating and physical activity. It will provide the framework for team efforts by school nutrition staff, teachers, parents, the media and other community members.

### **Team Nutrition has three behavior-focused strategies:**

- Provide training and technical assistance to Child Nutrition foodservice professionals to enable them to prepare and serve nutritious, appealing meals to students.
- Promote nutrition curriculum and education in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

All program materials encourage students to make food and physical activity choices for a healthy lifestyle. They focus on five behavior outcomes:

- ✓ Eat a variety of foods
- ✓ Eat more fruits, vegetables and grains
- ✓ Eat lower fat foods more often
- ✓ Get your calcium-rich foods
- ✓ Be physically active

### **Team Nutrition Schools have these common values:**

1. We believe that children should be empowered to make food and physical activity choices that reflect the Dietary Guidelines for Americans.
2. We believe that good nutrition and physical activity are essential to children's health and educational success.
3. We believe that school meals that meet the Dietary Guidelines for Americans should taste good and appeal to children.
4. We believe our programs must build upon the best science, education, communication and technical resources available.
5. We believe that school, parent and community teamwork is essential to encouraging children to make food and physical activity choices for a healthy lifestyle.
6. We believe that messages to children should be age appropriate and delivered in language they speak, through media they use, in ways that are entertaining and actively involve them in learning.
7. We believe in focusing on positive messages regarding food and physical activity choices children can make.
8. We believe it is critical to stimulate and support education and action at the national, state and local levels to help children develop healthy eating and physical activity behaviors.

As a new Team Nutrition School, you will receive a resource kit (while supplies last) of materials to help you plan and carry out activities for your students and their families. Additional Team Nutrition materials can be purchased from the National Food Service Management Institute (1-800-321-3054). You also have the opportunity to use the Team Nutrition Web Page where you can share your success stories and learn what other Team Nutrition Schools are doing.

**Go to USDA's Team Nutrition Program Web page: [www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov)**

**Look under "Join the Team," print and complete the [School Enrollment Form](#), (provided as a PDF file). Fax your completed application to (703) 305-2549, or mail to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria, VA 22302.**

At the same time, provide a copy of the enrollment form to your food service director and to the Montana Team Nutrition Program. The fax number of Montana Team Nutrition is (406)994-7300. If you have questions, call Montana Team Nutrition, (406)994-5641.

# Team Nutrition School Enrollment Form



**Our Team Nutrition School Leader is:**

- Ms.       Mrs.  
 Mr.       Other

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

TITLE \_\_\_\_\_ SCHOOL'S NAME \_\_\_\_\_

TOTAL ENROLLMENT \_\_\_\_\_ GRADES TAUGHT \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_ SCHOOL COUNTY \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**Please check one or more of the appropriate grade ranges:**

- P (PRESCHOOL) PRE-K       E (ELEMENTARY) K-5/6       M (MIDDLE) 6/7-8       H (HIGH) 9-12

**We agree to:**

- Support USDA's Team Nutrition goal and values.
- Demonstrate a commitment to help students meet the Dietary Guidelines for Americans.
- Designate a Team Nutrition School Leader who will establish a school team.
- Distribute Team Nutrition materials to teachers, students and parents.
- Involve teachers, students, parents, food service personnel, and the community in interactive and entertaining nutrition education activities.
- Participate in the National School Lunch Program.
- Demonstrate a well-run Child Nutrition Program.
- Share successful strategies and programs with other schools.

**We certify our school does not have any outstanding overclaims or significant program violations in our school meals programs.**

\_\_\_\_\_  
SCHOOL PRINCIPAL, PRINTED NAME

\_\_\_\_\_  
SCHOOL FOOD SERVICE MANAGER, PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

## **ATTACHMENT B**

### ***School Wellness Policy in Action Goals***

The goals of the *School Wellness Policy in Action Mini-Grant Program* are two-fold and school districts should submit applications to address one or both of them. They were developed with the overall purpose of helping to create sustainable healthy school nutrition environments through the implementation of nutrition procedures or strategies that are in line with the district's wellness policy. Each one is important and can have an impact on supporting the nutrition and overall health of school-aged youth. The two goals are listed below along with examples of how each one can be addressed. The examples under each component are not meant to be exclusive; you are encouraged to implement your school district's needs or activities that address the component. Feel free to contact Montana Team Nutrition program staff for additional clarification on these goals.

#### **1. Support of a School Wellness Coordinator to Implement the Wellness Policy Plan**

- A sample position description of a School Wellness Coordinator (shared from the Great Falls School District) is given in Attachment E.
- This position should provide leadership for the school district's wellness or health advisory committee and should direct activities of the district wellness plan. For the purpose of the grant project, funds can be allocated to support a school wellness coordinator (part-time, full-time or contractor). Monthly time sheets or a log of hours and a brief description of work activities or work plan should be kept on file. The school district must ensure that the funds are used to direct the implementation or evaluation process of the school wellness policy plan.
- If applying for funds to support a school wellness coordinator position, be sure to include with the application: a description of their duties; how this position will be supported by the district; plan of work; and other details on how this position will function within the district.

#### **2. Support Implementation of Sustainable Procedures or Strategies of the Wellness Policy Plan**

There are numerous ways to implement a wellness policy to support school nutrition or foods offered throughout the school campus, nutrition education, physical activity, or other school wellness activities. We strongly recommend you review the resource, *Montana School Wellness in Action Implementation Guide* which can be found at the Web site:

<http://www.opi.mt.gov/pdf/schoolfood/wellness/WellnessInActionGuide.pdf>

We encourage applicants to involve students in the implementation steps especially at the upper elementary, middle and high school levels. Like you, we recognize that the direct engagement of students will lead to more effective projects with direct impact on student wellness.

#### **Food Service/Nutrition Suggestions Include:**

- Support professional development opportunities for school nutrition program staff toward the preparation and service of healthy school meals and snacks.
- Develop and implement nutrition standards for all foods sold on the school campus as recommended by the Institute of Medicine.
- Improve the food choices offered in the USDA school nutrition meals, a la carte programs, vending machines, student stores or concessions. Use the HealthierUS School Challenge or the Healthier Montana Menu Challenge criteria located at the Web site: [www.opi.mt.gov/schoolfood/HealthierMT.html](http://www.opi.mt.gov/schoolfood/HealthierMT.html).

- Achieve healthy school recognition through applying for a HealthierUS School Challenge Award or a Healthier Montana Menu Challenge Award.
- Expand your school breakfast program service options through a breakfast in the classroom or grab-and-go breakfast program. Check out the Web site located at: [www.opi.mt.gov/schoolnutrition/resources.html](http://www.opi.mt.gov/schoolnutrition/resources.html) then go to the breakfast link.
- Implement a recess before lunch schedule for elementary students. For more information go to the Web site: [www.opi.mt.gov/schoolfood/resources.html](http://www.opi.mt.gov/schoolfood/resources.html) then go to the Team Nutrition link and Recess Before Lunch.
- Implement a Healthy Mealtime Philosophy for preschool and elementary students. For more information e-mail [Stenberg@montana.edu](mailto:Stenberg@montana.edu).
- Incorporate local foods into school meals, snacks or events. For more information: [www.opi.mt.gov/schoolfood/FTS.html](http://www.opi.mt.gov/schoolfood/FTS.html) then go to the School Food Service Professionals link.
- Support the education of staff, parents and community members on the value of the USDA Commodity Foods: [www.commodityfoods.usda.gov](http://www.commodityfoods.usda.gov).
- Enhance marketing efforts of healthy school meals, a la carte items, or snacks.

### **Nutrition Education Suggestions Include:**

- Review and revise the nutrition education curricula to ensure they are consistent with the 2005 Dietary Guidelines for Americans and the USDA MyPyramid for Kids.
- Support of professional development opportunities for educators in the area of nutrition education. Contact your county MSU Extension agent who may be able to provide a Nutrition Education for Teachers workshop (OPI or graduate credit); or consider online continuing education opportunities through MSU Extended University: <http://eu.montana.edu> (graduate credit classes).
- Procure nutrition education materials to support a K-12 nutrition education instruction. Check out the nutrition education resources from
  - Office of Public Instruction - [www.opi.mt.gov/schoolfood/nutritioned.html](http://www.opi.mt.gov/schoolfood/nutritioned.html)
  - CATCH Elementary Curriculum (CATCH = Coordinated Approach to Child Health) <http://www.catchinfo.org/> or contact Contact Lisa Timms at (406) 258-3894 or [timsl@ho.missula.mt.us](mailto:timsl@ho.missula.mt.us)

### **School Wellness Activities Include:**

- Support and expand health enhancement/physical activity opportunities for students. For information on a Recess in Action Program e-mail [Arthur.miller@mso.umt.edu](mailto:Arthur.miller@mso.umt.edu).
- Implement a Farm-to-School Program that addresses foods in the cafeteria, nutrition education and connecting children to the food producers in your community. To learn more about existing Farm-to-School programs and resources go to: [www.opi.mt.gov/schoolfood/FTS.html](http://www.opi.mt.gov/schoolfood/FTS.html) or <http://farmtoschool.org>.
- Initiate a healthy fundraising campaign. Check out the Montana Farm-to-Schools Fundraising Idea at [www.opi.mt.gov/schoolfood/FTS.html](http://www.opi.mt.gov/schoolfood/FTS.html)
- Implement a Healthy Habits Challenge to engage students and families in practicing healthy lifestyle behaviors. Go to the following link for more information: [www.opi.mt.gov/schoolfood/grants.html](http://www.opi.mt.gov/schoolfood/grants.html)
- Contact your health insurance company or MSU Extension Service county agents for supporting employee wellness trainings.
- Collaborate with Montana Action for Healthy Kids (Billings, Great Falls and Helena local teams) on supporting school districts in the implementation of school wellness plans [www.actionforhealthykids.org](http://www.actionforhealthykids.org) or e-mail [kbark@mt.gov](mailto:kbark@mt.gov).

### **Related Web Sites**

Montana OPI's School Wellness Web site: <http://www.opi.mt.gov/schoolfood/wellness.html>

Montana OPI's School Nutrition Web site: <http://www.opi.mt.gov/schoolfood.html>

- This is the location of Montana Team Nutrition resources

USDA's School Wellness Web site: <http://www.teamnutrition.fns.usda.gov>

## **ATTACHMENT C** **Budget Detail**

The grant funds can be used for labor hours or school wellness procedures affecting policy implementation to improve nutrition offerings, physical activity opportunities and overall student wellness related to food or nutrition. Educational resources, health and nutrition curriculum resources, professional development trainings for school (including food service), or student educational events/activities are eligible expenditures. Food can be purchased with these funds only for nutrition education purposes. **Please review Attachment D: Guidelines for Allowable Team Nutrition Mini-Grant Expenditures**

**Project Title** \_\_\_\_\_ **School District** \_\_\_\_\_

<b>Categories</b>	<b>Amount (\$)</b>	<b>How Will Funds Be Used?</b>
Personnel/Staffing		
Nutrition Education Resources (including Farm to School, gardening activities)		
Health Enhancement/Physical Activity Curriculum Resources		
Field Trip Expenses		
Food Service Expenses (no food)		
Professional Development for Staff		
Marketing/Promotion		
Other: (specify)		
<b>Total</b>	<b>\$</b>	

\_\_\_\_\_  
Project Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

# ATTACHMENT D

## **Guidelines for Allowable Team Nutrition Mini-Grant Expenditures**

### **Food Cost**

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should not be used to purchase a meal for anyone.

### **Food and Nutrition Equipment**

Team Nutrition funds may **not** be used to purchase food service operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under the objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

### **Medical Equipment**

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the mini-grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

### **Physical Activity**

Eating healthy and being physically active are desired behavioral outcomes of Team Nutrition. States are encouraged to coordinate with community, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.™). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote lifelong physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education programs in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local nonprofit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the schools.

## **Attachment D, Continued**

### **Promotional/Incentive Items**

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition itself. Any promotional items or incentives should promote one or more of the Team Nutrition messages or refer the target audience to a web site that provides Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

**School Wellness Coordinator:** For the purpose of the grant project, funds can be allocated to support a school wellness coordinator (part time, full time or contractor). Monthly time sheets or a log of hours and a brief description of work activities or work plan should be kept on file. The school district should make a good faith effort to ensure that the funds are used to direct the implementation or evaluation process of the school wellness policy plan.

### **Staff Development and/or Substitute Pay**

If adequate funding is available and acceptable to the state agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school food service staff representative to attend trainings, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

### **Gardening**

It is recognized that some of the Team Nutrition materials promote activities related to gardening and gardening which is an excellent way to involve the entire school, parents, and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners' program that can assist with the gardening project.

### **Summary**

There is limited funding to accomplish Team Nutrition's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

# ATTACHMENT E

## **Student Wellness Coordinator Position Description**

<b>Staff Vacancy:</b>	Student Wellness Coordinator
<b>Qualifications:</b>	Bachelor's Degree in Wellness Promotion, Nutrition, Nursing, Dietetics, or Health Enhancement or the equivalent in experience in the Wellness motion field.
<b>Employment:</b>	Full-time; 8 hours per day, 190 days per year 3-year position beginning January 1, 2010 --December 31, 2012
<b>Location:</b>	District-wide
<b>Salary:</b>	\$20/hr

### **Job Description:**

The **Student Wellness Coordinator** works in collaboration with the Student Assistance Program Coordinator and the Employee Wellness Team to deliver a Student Wellness Program to the staff, students and parents of the Great Falls Public Schools. The **Student Wellness Coordinator** is required to operate with a high degree of independence, self initiation and leadership. Utilizing their professional, technical, and managerial skills, along with extensive understanding of the childhood obesity issue, nutrition and physical activity, the **Student Wellness Coordinator** is required to develop a comprehensive student wellness program. The **Student Wellness Coordinator** must be able to operate the components of the Student Wellness program in accordance with the established policies and procedures of the Great Falls Public Schools. Essential duties and responsibilities include the following:

- Advocate for student wellness with the Board of Trustees, the Cabinet, Building Level Administration, parents and community;
- Promote and enhance the District's policies and procedures to actively address the issues of childhood obesity and wellness;
- Chair the Student Wellness Committee;
- Supplement the current health enhancement curriculum with nutrition classes in grades K-4, if appropriate;
- Raise awareness of school staff, students, and parents in providing healthy classroom celebrations;
- Raise awareness with parents in providing healthy lunches, snacks, and active lifestyles for their students;
- Publish a Student Wellness Newsletter;
- Engage students as stakeholders in the implementation of the Wellness Program;
- Raise awareness of school staff in implementing non-food rewards;
- Monitor vending, student stores, classrooms, and fundraising for compliance with the Nutrition Guidelines;
- Assist clubs and organizations in accessing fundraising opportunities that support the nutrition guidelines;
- Assist concession vendors in providing healthy alternatives to their menus;
- Represent the Great Falls Public School with various community partners such as: Action for Healthy Kids, Safe Kids Committee, and Get Fit Great Falls;
- Collaborate with community partners;
- Assist in the acquisition of curriculum materials and supplies to enhance the teaching of nutrition and physical education;

## **Attachment E, Continued**

- Explore avenues for incorporating more physical activity into the school day;
- Coordinate activities and efforts with the Director of School Food Service;
- Coordinate activities with the GFPS Employee Wellness Committee;
- Promote national days of action relative to children's health;
- Present in-service to staff, parents, students and community around the issues of childhood obesity, nutrition and active lifestyles;
- Maintain data that can help to substantiate the scope and impact of the wellness program;
- Manage the economic resources of the grant; and
- Archive copies of articles, publications, news stories and other pertinent information that demonstrates the progress of the program for the annual grant report.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrate experience preparing and delivering presentations within small and large group settings including classrooms.
- Demonstrate the ability to establish and maintain effective working relationships with all staff, students, and parents.
- Demonstrate strong analytical and quantitative skills and excellent interpersonal skills.
- Demonstrate the ability to work well under pressure, adjust to changing priorities, and have a high level of accuracy and attention to detail.
- Demonstrate the ability to relate effectively with people who do not champion or are resistant to the student wellness policy and nutrition guidelines.

### **Language Skills**

Ability to prepare and present health education seminars and in-services. Ability to prepare nutrition lesson plans, health education communication and newsletters.

### **Reasoning Ability**

Ability to function independently and take responsibility for results; organize workload with close attention to detail; manage multiple tasks and timelines; and maintain strict confidentiality.

### **Computer Skills**

To perform this job successfully, an individual should possess intermediate level knowledge of personal computers and software including Microsoft Windows, Microsoft Excel, Word, PowerPoint, and Publisher in addition to proficiency with Internet Explorer. Working knowledge of Access helpful but not required.

### **Certificates, Licenses, Registrations**

Must undergo and successfully pass a comprehensive background investigation. Individual must possess and maintain a current valid driver's license with a clean driving record.

### **Physical Demands**

Occasional light lifting of boxes weighing from five to 20 pounds may be required.

### **Work Environment**

The work environment for this position is fast-paced. If weekend or evening work is required, employee can adjust the workday schedule to meet the 8-hour per day maximum for paid hours.

**Source:** Great Falls Public School District, Montana