

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Administrator Employee Experience & Wellness	Lane: <u> Z3 </u>
Department / Location: Human Resources	FLSA Classification: <u> Exempt </u>
Supervisors Title: Administrator, Human Resources	Contract: <u> 242 Days </u>
Original date: <u> 07/01/2026 </u>	Revised: <u> </u> Revised: <u> </u> Revised: <u> </u>

GENERAL FUNCTION

Under the direction of the Administrator of Human Resources, the **Administrator of Employee Experience and Wellness** supports the design, implementation and administration of the District's experience and wellness strategy, including employee benefits, recognition programs and wellness initiatives. The incumbent ensures employees understand and utilize available benefits, supports strategic rewards initiatives to improve recruitment and retention and administers programs that enhance employee wellbeing and engagement. The position collaborates with HR leadership, insurance providers and District departments to deliver comprehensive programs that support a positive employee experience.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Design, implement and track the District's wellness strategies and programs, including benefits, recognition and performance programs, incentive programs and other initiatives which support and enhance recruitment, retention and employee engagement.
- Design and implement a wellness communication and training strategy to ensure employees receive and aware of all available wellness programs.
- Lead staff health and wellness design and implementation.
- Facilitate wellness day committee meetings and manage health and wellness day vendors.
- Conduct school wellness representative meetings.
- Provide clear guidance and support to employees regarding benefits, wellness programs and rewards opportunities.
- Coordinate relationships with wellness vendors and external partners supporting employee wellbeing initiatives.
- Use data to identify gaps and improve outcomes through data-driven decision making.
- Follow all policies and guidelines as detailed by District policy.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all employee information.
- Required to use own transportation to travel to various locations in and outside the District.
- Added essential functions as outlined by the school/department.
- Adhere to contract time. Requires daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Represent the District at local, State and national meetings and participate in professional organizations as appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's degree in human resources, school counseling, public health, social work or related field from an accredited college or university.
- Requires five to eight years of successful experience in developing and implementing wellness programs over a large organization. Experience working in a K-12 school setting preferred.
- Requires one year of supervisory or leadership experience.
- Ability to respond to critical incidents involving employee concerns.
- Experience with crisis, mental health and grief or loss preferred.
- Requires an understanding of benefits, recognition programs and wellness initiatives that support recruitment, retention and employee engagement.
- Ability to design and implement employee rewards and wellness initiatives that align with District goals.
- Experience coordinating events, committees and program implementation across multiple schools and departments.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including deadlines and interaction with critical personnel.
- Ability to communicate clearly and professionally with timely follow-through.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective counseling strategies.
- Requires the ability to create and engage employees in small groups to large assemblies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to handle crisis issues in a calm manner.
- Requires the ability to establish and maintain effective working relationships with employees, administrators, vendors and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires own reliable transportation to visit District and other locations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Reporting & Linkages

- Reports to: Administrator of Human Resources
- Direct Reports: Leave benefit specialist
- Key Linkages: Assistant Director of Employee Relations & Compliance, Assistant Director of Talent Development, Administrator Talent Acquisition, Administrator HR Data & operations, Director Insurance Services, student services, District legal counsel, Business units and outside vendors.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*