

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Employee Experience Specialist**FLSA Classification: Exempt

Department / Location:

Contract: 187 plus 20 optional daysSupervisor's Title: Administrator of HR, Employee Exp. Eval Type: Teacher SpecialistsOriginal date: 07/01/2026 Revised: _____ Revised: _____ Revised: _____**GENERAL FUNCTION**

Under the direction of the Administrator of Human Resources and the Administrator of Employee Experience and Wellness, the **Employee Experience Specialist** will assist in the design, implementation, administration and evaluation of the District's employee wellness strategy, including employee benefits, recognition programs and wellness initiatives. Will work to ensure employees understand and utilize available benefits, support strategic rewards initiatives that improve recruitment and retention and administer programs that enhance employee wellbeing and engagement.

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

ESSENTIAL FUNCTIONS

- 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).
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- Assist in the design, implementation, administration and evaluation of the District's employee wellness strategy, including employee benefits, recognition programs and wellness initiatives.
 - Assist employees in understanding and utilizing available benefits, support strategic rewards initiatives that improve recruitment and retention and administer programs that enhance employee wellbeing and engagement.
 - Collaborate with HR leadership, insurance providers and District departments to deliver comprehensive rewards and wellness programs that support a positive employee experience for all employee groups.
 - Assist with staff health and wellness design and implementation.
 - Assist with wellness day committee meetings and manage health and wellness day vendors.
 - Meet with educators regarding Utah educator licensing. Assist in interpretation and dissemination of information to educators and their supervisors concerning their Utah educators license.
 - Provide guidance, coaching and support to educators participating in the JSD APPEL program as they work toward professional licensure.
 - Assist all educators with understanding licensure pathways, endorsement requirements, assignment qualifications and renewal requirements.
 - Maintain a broad knowledge of Utah State Board of Education licensure requirements, policies and procedures with the ability to facilitate adult learning, coach peers and utilize data for improvement.
 - Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
 - Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
 - Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
 - Use data to identify gaps and improve outcomes through data-driven decision making.
 - 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.
- Use own transportation to drive to District building and other locations as needed.
- Adhere to contract time. Requires daily attendance at assigned work location.
- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds to move classroom materials.
- Visual abilities to see and supervise students.
- Added essential functions as outlined by the school/department.
- Other duties and responsibilities as assigned by the principal/administrator.

- 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.*

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE professional license requirements. Instructional Coaching or Teacher Mentor endorsement preferred.
- Requires a minimum of five (5) successful years of instructional experience in a public school.
- Requires five years of successful experience in developing and implementing wellness programs over a large organization. Experience working in a K-12 school setting preferred.
- Requires and 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 and large groups.
- 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.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology and computers.