

## Tool- Strategies for Developing a School Wellness Team

**Engaging diversity in of professions, skills, and perspectives in the school wellness team is integral to meeting the needs of the school population.** The team should include qualified and passionate members of the SBHC, school, and community at-large. Below are potential team members to engage from each of those areas:

From the SBHC	From the school	From the community
<ul style="list-style-type: none"> <li>• Health educator/community health worker/promotora program coordinator</li> <li>• Primary care provider</li> <li>• Physician assistant</li> <li>• Mental health specialist</li> <li>• Medical assistant</li> <li>• SBHC administrative staff</li> <li>• Clinic director</li> <li>• Sponsor organization staff*</li> </ul>	<ul style="list-style-type: none"> <li>• School administrators (principal, vice principals)**</li> <li>• Guidance counselor/school psychologist</li> <li>• Teachers</li> <li>• Health teacher and/or physical education teacher</li> <li>• School nurse</li> <li>• Student council or Youth Advisory Council (YAC)</li> <li>• Food and nutrition services staff</li> <li>• Other interested school staff and employees</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• School board</li> <li>• District wellness team</li> <li>• Community-based wellness organizations</li> <li>• Community volunteers</li> <li>• Consultants</li> </ul>

*\*If there is a similar team at the district level, it should include a representative from the SBHC sponsor organization.*

*\*\*Early and consistent involvement from these leaders is a determining decisive factor to achieving the school wellness team's goals. These individuals role should include serving as a liaison between the school and the SBHC. Other school and community partners can serve in liaison roles as well.*

- Establish roles and responsibilities.
- Continually activate the team in order to maximize resources and ensure the success and sustainability of the school health initiative.
- Orient members with school policies, priorities, and the role they play in contributing to school health needs.
- Provide Professional Development Opportunities and Monthly Team-Building Meetings
- The team should lead action planning efforts
  - Conduct school-wide needs assessments or refer to existing data.
  - Determine existing and needed resources to implement school wellness strategies.
  - Develop strategies, activities, and evaluation methods.
- Empower the team to execute the action plan. Implement school wellness strategies into actual, concrete activities.
- Assess progress, monitor implementation strategies, and pinpoint any challenges the school wellness team encounters.
- **TIP: Reflect on any obstacles you encountered, solutions you identified, and the resulting successes.**

## Establishing Roles and Responsibilities

Establishing roles and responsibilities is as simple as M-O-C-H-A!<sup>1</sup> The MOCHA method, developed by The Management Center, pinpoints specific roles on the team so that everyone is aware of their role. The team must have clear expectations and responsibilities for seamless workflow. Here are some suggested roles for your team (note that one person may serve multiple roles):

- Manager** Assigns responsibility and holds members accountable for their roles. Makes suggestions, asks hard questions, reviews progress, serves as a resource, and intervenes if the work is off-track.
- Owner** Sets the vision of the team to align with the school's mission and vision. Has overall responsibility for the success or failure of the project. Ensures momentum that all work is moving forward directly or with helpers and that appropriate stakeholders are involved. There should only be one owner.
- Consulted** Provides input on content areas, resources, technical assistance, and training needs as necessary.
- Helper** Assists with or does some of the work.
- Advisor** Signs off on decisions before they're final. This may be the manager, but may also be the SBHC clinical director, school administrator, or external partner.

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<sup>1</sup> Assigning Responsibilities. The Management Center Web Site. [http://www.managementcenter.org/resources/assigning-responsibilities/#\\_ftn1](http://www.managementcenter.org/resources/assigning-responsibilities/#_ftn1). Accessed march 26, 2018.



## Tool-School Wellness Team Roster

<b>Name and Organization</b>
<b>Role*</b>
Skills/Resources

<b>Name and Organization</b>
<b>Role*</b>
Skills/Resources

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<b>Role*</b>
Skills/Resources

<b>Name and Organization</b>
<b>Role*</b>
Skills/Resources

<b>Name and Organization</b>
<b>Role*</b>
Skills/Resources

\*Use **MOCHA** to assign team member roles

**M**=Manager    **O**=Owner    **C**=Consulted    **H**=Helper    **A**=Approver