

JOB DESCRIPTION

Position Title: **DISTRICT HEALTH SERVICES COORDINATOR**

Responsible to: District Student Services Coordinator

Basic Function: The job of Health Services Coordinator was established for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; identifying health problems for referral for proper treatment; providing leadership and coordination of the comprehensive School Health Program; and supervision of all school nurses.

Performance Responsibilities:

1. Evaluates programs and services within the school district, for the provision of comprehensive health services to students.
2. Reviews and evaluates school district policies and procedures and updates policies and procedures based on laws, regulations and best practices in student health.
3. Collaborates with community stakeholders in the provision of school health resources to students; including the monitoring of health services contracts with outside agencies, such as public health. Works in cooperation with all school personnel, the local board of education, the Kentucky Department of Education, the local health department, Family Resource and Youth Services Centers and parents, in planning, promoting and implementing school health policies and programs that align with Kentucky statutes and administrative regulations.
4. Serves on or chairs the school district Wellness committee and facilitates collaboration among school health program personnel and other school staff in the development of a school culture that supports health, well-being and educational achievement.
5. Assists the superintendent, school principals and other school staff to establish links between student achievement and health.
6. Provides for technical assistance and professional development opportunities for school district personnel that support the school district's health programs and address emergencies, including training and procedures in First Aid and CPR for school and district personnel, use and placement of AEDs, First Aid supplies and Epi Pen auto injectors.

7. Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
8. Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.
9. Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
10. Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.
11. Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
12. Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.
13. Participates as the health specialist on the child education evaluation team to develop Individual Education Plans (IEP), Individual Health Plans (IHP), Emergency Action Plans (EAP) and 504 Plans for students with health conditions. Ensure implementation of plans.
14. Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
15. Supervise the reporting of any known or suspected communicable disease cases to the local health department.
16. Perform other related duties as assigned.

Ability to:

- Establish and coordinate school health screening programs for students and school staff in cooperation with school district and community leaders.
- Establish and coordinate a school health referral protocol for students and school staff who are in need of medical, dental or mental health services.
- Evaluate all supportive educational services within the district's school health programs by establishing a reporting system to:
 - a. identify hazards;
 - b. track and monitor injuries;

- c. identify the number of students with chronic health conditions and the services and appropriate personnel required to provide health services in the school setting; and
- d. identify the number of absences related to chronic health conditions.
- Ensure implementation of all school policies and procedures on school health services and wellness policies in the school.
- Mobilize local resources for school health services, including by not limited to: the local health department, school nurses and other school health staff and community professionals in the health services field.
- Supervise and manage the entry of student health data in the KSIS.
- Verify that data is entered within required timelines and review district reports prior to KDE data pull for the KDE web page.
- Present monthly reports regarding use of school health rooms and student data relevant to attendance and achievement to the local Board of Education.
- Work independently with little direction.
- Provide guidance in interpretation and implementation of health and safety related regulations and best practices per state and federal laws and the Kentucky Board of Education.
- Plan, coordinate, implement and modify a comprehensive health services program for the district in accordance with state and district regulations, policies, and objectives.
- Train others in proper screening techniques.
- Communicate with others regarding a variety of health-related activities and concerns.
- Coordinate a variety of health related activities.
- Provide consultation to parents, students, teachers, and school authorities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Knowledge of:

- Kentucky laws and regulations, local policies, objectives and rules related to the school health programs
- FERPA and HIPPA requirements as applied in the school setting
- Oral and written communication skills necessary for communication to school district personnel, parents, community health personnel and the media.
- Interpersonal skills using tact, patience, and courtesy.
- Vision, hearing, dental and other screening techniques.
- Universal safety precautions required by the Occupational Safety and Health Administration (OSHA) guidelines.
- Record-keeping techniques.
- Conference and counseling techniques.
- Communicable diseases.

Minimum Qualifications:

- A minimum of a current KY nursing license with a minimum of three years of nursing experience
- Graduation and licensure from a Registered Nursing program is preferred
- Experience with the Kentucky Student Information System (KSIS) student health tools and data standards is preferred.