

CAMPBELL COUNTY SCHOOLS
Classified Job Description

TITLE: HEALTH SERVICES COORDINATOR

Class Code: 7271

QUALIFICATIONS:

1. Current Kentucky Registered Nursing License and Bachelor of Science Degree in Nursing from an accredited program.
2. Minimum of 3 years Registered Nursing experience, preferably in the field of Pediatrics.
3. Knowledge of Kentucky Nursing Law, policies, procedures, objectives, rules and regulations related to the health services program. Also knowledge of vision, hearing, dental, postural/scoliosis screening techniques and other screenings appropriate in schools.
4. Knowledge of health and safety regulations, communicable diseases, and childhood immunization laws.
5. Special nursing procedures that might need to be performed in school setting.
6. Techniques for promotion, public speaking, conference and counseling, and record keeping.
7. Communicate effectively both orally and in writing, along with interpersonal skills using tact, patience and courtesy.
8. Ability to plan and organize work.
9. Technology as related to school health services.

REPORTS TO: Assistant Superintendent of Student Services

JOB GOAL: Provide leadership, technical assistance and consultation to the schools. Promote the health of students, identify and prevent health problems and injuries and ensure care for students. Assists in interpretation of school health laws and promote quality school health services at the school district level.

RESPONSIBILITIES:

1. Evaluate services in the school health program to plan for more comprehensive services for the child, family and schools as necessary; assist in the formulation of the school health program.
2. Develop methods to evaluate the contribution of nursing in school health areas on a continuous basis related to nursing and health needs; coordinate with other professionals and citizens groups in researching, planning, and implementing the school health program.
3. Coordinate nursing activities of the Health Services Department with other services in the school district; communicate with the Health Department, school system and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.

Revised: March, 1999

Revised: April, 2004

4. Participate as a team-member for in-service education in schools, organize and assist in the health education of parents, teachers and administrative groups.
5. Maintain current standards of nursing in special program areas and provide services according to agency policies/procedures and programs.
6. Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
7. Assist in developing/implementing crisis teams in the district and participate as a team member, as appropriate.
8. Promote the appropriate use of screening techniques in vision, hearing, dental and other screenings required for schools; arrange for the training of teachers or volunteers in performing screening; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
9. Participate in conferences with parents and/or school staff regarding problems of individual pupils or the classroom as a whole.
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 immunization and health evaluations as required.
11. Observe, evaluate and report to physicians, with parental approval, the pupil's health status and any reaction/results at school to drugs or treatments prescribed by the physician.
12. Delegate nursing tasks to non-licensed personnel as permitted by Kentucky Nursing Law. Provide appropriate training and routine monitoring of the procedures.
13. Provide consultation to teachers and school authorities on appropriate use of records of each child's health need and interpret these needs to teachers, parents and others, as appropriate. Maintain medical confidentiality when sharing any protected health information.
14. 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.
15. 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, including basic first aid, CPR and use of Automated External Defibrillators.
16. Supervise Licensed Practical Nurses employed in the District in all areas of the school health program.

Revised: March, 1999

Revised: April, 2004

17. Supervise the reporting of any known or suspected communicable disease cases to the local health department. Follow established guidelines for prevention of transmission of communicable diseases.
18. Ability to plan, coordinate, implement and modify a comprehensive health services program for the District.
19. Train others in proper screening techniques.
20. Communicate with others regarding a variety of health- related activities or concerns.
21. Coordinate a variety of health related activities.
22. Provide consultation to parents, students, teachers and school authorities.
23. Establish and maintain cooperative and effective working relationships with others.
24. Compile and verify data and prepare reports.
25. Learn District organization, operations, policies and objectives. Work independently with little direction.
26. Observe health and safety regulations.
27. Use technology/computer to document health records, present training programs, generate reports and forms and letters.
28. Perform related duties as assigned.

TERMS OF EMPLOYMENT:

40 hours per week, 200 days per year.

Work schedule to be established. (See Board approved scheduling.)

Salary as established by the Board of Education.

Revised: March, 1999

Revised: April, 2004