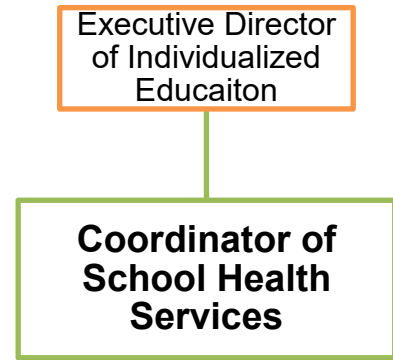


## COORDINATOR OF SCHOOL HEALTH SERVICES

<b>Job Title:</b>	Coordinator of School Health Services
<b>Initial:</b>	May 9, 2024
<b>Revised:</b>	
<b>Work Year:</b>	Extended School Year – 192 Days
<b>Office:</b>	Education
<b>Department:</b>	Individualized Education/Health Services
<b>Reports To:</b>	Executive Director of Individualized Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative

### Related Organization Chart



**POSITION SUMMARY:** The Coordinator of School Health Services (CSHS) is responsible for overseeing the school health services programs in the district-operated schools. The CSHS ensures overall compliance with district, local, and state reporting requirements including but not limited to immunization compliance, disease prevention and reporting through collaboration with county health protocols and adherence to health services protocols for medication.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

#### Primary Responsibilities

- Hires, trains, evaluates, manages, assigns and supports school nurses and health assistants including support for the development of student outcome objectives.
- Develops and maintains strong working relationships with local and state health providers by participating in conferences, meetings, and events.
- Participates in state and local professional teams/task forces that impact health services in the schools.
- Maintains awareness and knowledge of state and national school health issues and communicate to key stakeholders, liaison to El Paso County Public Health and local clinicians such as Children's Hospital of Colorado to promote student health and wellness.
- Ensures adherence to professional standards of school nursing, local and state laws, rules and regulations that govern school nursing practices.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Develops district wide policies, procedures, forms and informational guides related to district health services.
  - Ensures materials are up to date and communicate any changes to related laws, regulations, policies and procedures.
  - Provides information, recommendations, and support as the Coordinator of School Health Services resource for proactive and reactive response to health-related issues including disease outbreaks and public health emergencies.
  - Responsible for district-wide training of health room paraprofessionals and school nurses to ensure health service providers receive and maintain all required training.
  - Coordinates professional development for Health Services staff and other departments/school personnel requiring training under their job description. Ensures required training for CPR/AED/First Aid are completed and recorded accurately and maintain inventory of required equipment and supplies as well as other resources.
  - Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems.
  - Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education and other programs to include attend, review, 504 and evaluation meetings and other meetings as applicable to the position.
  - Attends departmental meetings as scheduled.
  - Monitors annual health statistics, maintains data for the nursing team and student health services and provides reports to the Board of Education and the state of Colorado when requested. Assure that all federal, state and local reports are completed and submitted in a timely and accurate manner such as immunization compliance and student data reports to the state of Colorado. Ensure that FERPA/HIPPA confidentiality requirements are met.
  - Serves as the health liaison to program coordinators in District 49 to provide recommendations and consultation with staff on specific health conditions that require modifications or accommodations to programs to return or remain in the school setting.
  - Serves as a member of the district crisis/response team and provide information, recommendations and support for proactive and reactive responses to crisis, litigation concerns, and other health related issues.
  - Develops, administers and monitors the health services budget and recommend expenditures for health services, resources, supplies, materials, equipment and staff training which also includes collaborating with district Medicaid Coordinator.
  - Promotes and develops innovative health projects to improve disease management, prevention and wellness promotion.
  - Facilitates in health advisory committees.
  - Performs other associated duties as assigned.

**Supervision & Technical Responsibilities:** This position supervises the School Nurses and supports each school nurse with supervision and evaluation of Health Assistants.

**Budget Responsibility:** This position manages the operating budget and collaborates with the Medicaid Coordinator on Medicaid in Education funds.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Education & Training:

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- Bachelor's degree in nursing required
  - Pediatric and/or Public Health Nursing experience preferred

**Experience:**

- Minimum of three years' experience in school nursing or related field required
- Experience working with community resources and students with chronic and acute health conditions in school setting required
- Three years of management/supervisory experience in health-related field is preferred

**Knowledge, Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Demonstrated strong project management skills.
- English language skills required.
- Critical thinking and problem solving skills
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities without the necessity of close supervision
- Ability to manage multiple priorities and tasks with frequent interruptions
- Advanced skill and operating knowledge of personal computers and spreadsheet, database and word processing applications.

**Certificates, Licenses, & Registrations:**

- Current Colorado DORA/RN License
- Colorado Special Services Provider (School Nurse) License
- Current CPR/AED/First Aid Certification (BLS)
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision, external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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