

HEALTH SERVICES COORDINATOR

Job Title: Health Services Coordinator

Wage/Hour Status: Exempt

Reports to: Chief of Student Services

Pay Grade: Stipend Position

Dept./School: Health Services or Assigned Campus

Date Revised: 5/18/18

Primary Purpose:

Provide leadership in development, implementation, and coordination of a comprehensive program of health services for district. Participate in nursing policy formulation and decision making.

Qualifications:

Education/Certification:

Bachelor's degree in nursing

Valid registered nurse license from the Texas State Board of Nurse Examiners

Special Knowledge/Skills:

Ability to organize, direct, coordinate, and evaluate health services delivery system

Ability to implement policies and procedures

Ability to manage budget and personnel

Knowledge of community medical and health care services

Strong organizational, communication, and interpersonal skills

Experience:

Five years experience as public school nurse

Two years administrative and supervisory work experience

Major Responsibilities and Duties:

Program Management

- Performs duties of school nurse at assigned campus.
- Determines objectives and policies of health program in conjunction with nurses and other staff.
- Helps staff interpret school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
- Collaborates with district level administration to integrate and implement health policies and practices with priorities of the district.
- Develops and coordinates continuing evaluation of health program and makes changes based on findings.
- Helps school nurses and nurse aides manage all components of campus health service programs by telephone and through on-site visits.

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- Consults with campus staff on referrals and provides follow-up services to meet health needs of students.
- Coordinates activities of the health program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services.
- Represents Crowley ISD in area meetings related to school health services and serves on outside committees related to school health services as needed.
- Serves as member of district committees related to health and safety issues of students and staff; such as crisis intervention, planning teams, staff wellness programs, and exposure control committees.

Administration

- Serves as CPR coordinator and trainer of instructors for the district.
- Serves as Medical Response Team and AED Coordinator for the district.
- Serves as School Health Advisory Council Coordinator for the district.
- Monitors health services budget and ensures the program is cost-effective and funds are managed prudently.
- Compiles cost estimates and assists district nurses with budget requests to campus principals based on documented program needs.
- Implements and complies with policies established by federal and state law, Texas Department of Health rules, State Board of Education rules, and Board policy in health services area.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including accurate, updated records of health information for all students and submits them to the Texas Department of Health and Texas Education Agency as needed.
- Compiles master supply lists and prices for all campus clinics and distributes.
- Recommends purchases, replacements, and repairs of equipment to meet needs of campus health service facilities.
- Assists with the planning and furnishing of health clinics in opening new schools (if applicable).

Personnel

- Assists with recruiting, interviewing, selecting, and training of all health services personnel and makes recommendations about placement, assignment, discipline, and dismissal, working cooperatively with campus principals.
- Helps principals evaluate performance of school nurses and nurse aides to ensure effectiveness.

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- Develops training options and improvement plans to ensure exemplary operation in the health services area.
- Serves as resource, support, and mentor for staff nurses.

Professional Development

- Is aware of medical developments in health fields that could enhance program effectiveness.
- Plans and conducts professional development, orientation, training, and certification programs for nurses, medical health professionals, and health clinic aides.

Leadership

- Maintains professional communication, cooperation, and demeanor at all times.
- Maintains positive relationships with colleagues as well as District administrators.
- Promotes collegiality, teamwork, and collaborative decision making among staff while supporting the District goals, mission and vision with all CISD stakeholders.

Other

- Performs any and all duties as assigned.
- Successfully advances district initiatives.

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide and/or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Printed Name _____