

Job Description

Job Title: **Health Services & 504 Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **April 10, 2007**

Job Code: **070417**
 FLSA Status: **Exempt - P**
 Level: **L 09**
 Work Year: **10 months**

SUMMARY: Responsible for overseeing service delivery to students under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Implement district procedures for federal mandates regarding 504 and Health Services and provide training and technical assistance to school staff and administration. Responsible for coordinating Health Services within the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide technical assistance to district personnel around 504, ADA and Health Services requirements.	D	25%
2. Provides and/or ensures ongoing training of staff (504 coordinators, health aides, nurses, substitutes, floats, Severe Needs paraprofessionals (including mentor/induction program for new health services staff).	W	10%
3. Assist in planning, implementation and problems solving new and existing health services programs.	W	10%
4. Develop procedures, forms and informational guides for district personnel and parents regarding Section 504 and ADA as well as district health services policies and parent and teacher handbook health services information.	D	10%
5. Maintain records of all students with 504 status and development of a system to integrate information into SASI/ScholarsMart.	D	10%
6. Problem solve with individual school nurses, health aides, provider groups, teams, administrators, parents, medical providers and other community providers.	W	5%
7. Ensure FERPA/HIPPA confidentiality requirements are met.	D	5%
8. Serve as a liaison to other district departments and provide leadership for all health related processes.	W	5%
9. Oversee the monitoring of: annual health statistics, vision referral follow-up statistics, and CPR and First Aide certification status.	M	10%
10. Facilitate vision and hearing screenings district-wide and implement state immunization program requirements.	M	5%
11. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree.
- Minimum of three years experience in administration.
- Prefer individual with experience in nursing or medical field.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Administrative Educator License.
- Must possess the required license or the ability to fulfill the requirements for the No Child Left Behind Act of 2002.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations skills.
- Strong oral and written communication skills.
- Strong decision making, problem solving, analytical, and organizational skills.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Executive Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position will evaluate Certified and Classified staff.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the efficient use of the 504 budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	