

Job Title: **Health Services Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **October 2015**

Job Code: **070417**
 FLSA Status: **Ex – P**
 Pay Range: **L - 11**
 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. Supervise, hire, discipline, and manage human resources for health services staff. Responsible for the efficient use of the health services budget.

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. Develop process and procedures for identifying students in need of accommodations and services. Provide ongoing training and consultation to district administrators, school based 504 coordinators, teachers, staff and parents in determining accommodations for students with disabilities; investigate and, when appropriate, mediate disputes on disability related matters.	W	30%
2. Responsible for interviewing and hiring school nurses, LPNs, districtwide health aides, and health aide substitutes. Support schools in hiring building health aides. Manage and evaluate related staff including school nurses, LPNs, and district health aides. Assist with the evaluation of building health aides.	W	15%
3. Develop districtwide policies, procedures, forms, and informational guides for district personnel and parents regarding Section 504, ADA and district health services, including federal, state and local compliance parameters. Ensure materials are up to date. Collaborate with IT to maintain information on the district website. Assist and support the student support services executive director in monitoring compliance of federal, state and local regulations. Keep staff updated on any changes to related laws or regulations. Ensure health service providers receive and maintain all required training. Collaborate with legal staff as needed.	W	10%
4. Maintain files of students with Section 504 protection and accommodation plans using district information technology systems. Develop and provide training and technical support for student information record system as it relates to student eligibility and accommodation plans. Ensure that FERPA/HIPPA confidentiality requirements are met.	W	10%
5. Recommend expenditures for health services, resources, supplies, materials, and equipment.	W	10%
6. Monitor annual health statistics in collaboration with district level school nurses; participate in various district and regional committees and present data as needed. Ensure required training for CPR/AED/First Aid are completed and recorded accurately; maintain inventory of required equipment and other resources.	M	10%
7. Oversee districtwide vision and hearing screenings and immunization clinics for all students. Collaborate with other departments and outside agencies for additional vision programs and resources to support student referrals. Collect and record data related to district vision and hearing screenings. Provide resource information for families for access to health care.	M	5%
8. Make recommendations for agreements and contracts with outside agencies. Coordinate with local colleges and universities for placement of student nurses.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
10. TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in related field.
- Minimum of three (3) years of experience in administration
- Prefer individual with experience in nursing or medical field
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Principal or special education director license.

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 keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- 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:	School Nurses	13-15	2130RN
	LPNs	1 - 2	4051
	Health aide substitutes	6 - 18	1254S
	District health aides	2 - 4	1254

- Supervisory responsibilities include hiring, disciplining, terminating and evaluating; assisting with planning, assigning and directing work.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the efficient use of the health services 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

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	
Moderate	X
Loud	
Very Loud	