**NELSON COUNTY SCHOOLS**

Job Description

**TITLE**: **District Health Services Coordinator**  
  
**QUALIFICATIONS**: Valid Kentucky School Nurse Certificate,Minimum experience as determined by the board. Demonstrated leadership in school improvement, program, development, and community engagement. Ability to plan, organize, and administer a district level professional development program. Demonstrated expertise in school health nursing practice and emergency procedures. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education. Knowledge of community health and social services resources and ability to communicate effectively with non school health professionals and social service agencies.   
  
**REPORTS TO**: Director of Pupil Personnel

**JOB GOALS:** The School District Head Nurse serves as a leader and resource person to promote health and safety in the district’s schools and to enhance the delivery of health services to students, faculty, and staff; to assist with the teaching of sound health practices. He/she will serve as the principal advisor to the Superintendent and DPP on nursing and health-related services issues and will act as a resource person to the administration and teaching staff. He/she will assist in program development and coordination between the elementary, middle, and high schools, and coordinate the activities of building based nursing staff members, in cooperation with their building principals.

**SUPERVISES:** School Nurses and Health Aides/Assistants

**PERFORMANCE RESPONSIBILITIES:**:  
  
Support the Board of Education’s and administration’s philosophy, goals, and objectives for the district, its schools, and its departments.

Collaborates with the DPP, directors, principals, supervisors, nurses, and teachers in developing the total school nursing and health services program, and assists in the formulation of a philosophy and objectives for the delivery of services.

Studies, evaluates, and, as appropriate, recommends to the DPP the adoption of new practices, materials, methods, and programs.

Provides leadership in the development of the total school nursing and health services program, and works to assure that these align with state regulations as well as district goals and objectives.

Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students.

Supports District Coordinated School Health Advisory Council.

Coordinates the building nurses, DPP, and School Principals in the development and implementation of the district’s emergency and crisis management plan.

Assists in the implementation of the district's in-service education program for nursing staff members and recommends nursing personnel attendance at conferences and participation in other professional growth activities.

Schedules and organizes departmental meetings in order to effect horizontal and vertical continuity and articulation of the nursing services program of the schools.

Plans and presents an overview to the board of education and to the parents and public at large of the nursing and health services program of the schools.

Keeps abreast of and interprets to the nursing staff the current research in the area of school nursing and community health and wellness.

Coordinates all building nurses in the development of the sections of the budget that pertain to district nursing and health services, as requested.

Assists in the recruitment, screening, hiring, training, and assigning of nursing personnel.

Assumes responsibility for reviewing and evaluating results of district-wide screening/testing programs, and for other evaluative measures used by the schools and/or mandated by the state.

Develops, coordinates and oversees the school nurse’s schedules.

Completes yearly performance evaluations of all school nurses.

Supervises the end of the year reporting of school health services data to KDE.

Performs other duties as may be assigned by the Superintendent and/or DPP.  
  
  
  
  
BOARD APPROVED: xx/xx/xxxx