**Nurse-District School Health Coordinator**

Reports to: Director of District Wide Services

Ensures the delivery of all school health programs and services to create a culture of health and well-being in the school environment. This environment provides the student the opportunity to reach their maximum educational opportunity and strives to minimize absence due to illness or chronic disease.

**PERFORMANCE RESPONSIBILITIES**

1. Evaluates programs and services within the school district for the provision of comprehensive services according to the eight components of the coordinated school health model
2. Identifies and collaborates with community stakeholders the provision of school health resources to the districts and schools; including the monitoring of health services contracts with outside agencies
3. Serve as Chair to the District Coordinated School Health Advisory Council and invites key community stakeholders as participants in the council
4. Facilitates collaboration among school health program personnel and other school staff in the development of a school culture of health, well-being and educational achievement.
5. Assist the superintendent/school principal and other school staff to create/facilitate a collaborative infrastructure between education and health, including collaboration with special education, safety, curriculum, health services, etc
6. Coordinate or provide technical assistance and professional development opportunities for district and school staff that support the school district’s health programs
7. Facilitate collaboration between the district/school and other community agencies and organizations that have an interest in the health and well-being of children and their families
8. Work in cooperation with all school personnel, the local board of education, Kentucky Department of Education, the local health department, family resources and youth services centers and parents in planning, promoting and implementing school health policies and programs that comply with Kentucky statutes and administrative regulations
9. Establish and coordinate school health screening programs for students and school staff
10. Establishes and coordinates a school health referral protocol for students and school staff in need of medical, dental or mental health services.
11. Evaluates all supportive educational services within the district’s school health programs by establishing a reporting system to a) identify hazards b) monitors injuries, c) identifies number of chronic health conditions and services required to accommodate student educational opportunities, d) identify number of absences related to chronic health conditions and e) compliance of State and Federal laws and regulations
12. Implement school policies and procedures on school health services and wellness policies for students and staff
13. Report any known or suspected communicable disease cases to the local health department
14. Establishes and maintains all necessary equipment and supplies for the school health offices
15. Administers medication and/or treatment as authorized by the student’s health care provider as needed and according to district guidelines.
16. Assists with health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented
17. Assists with, secures and maintains health records and forms, including immunizations, physicals, Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards.
18. Supervises Health Assistant
19. Performs other duties as assigned by the Principal or Director of District Wide Services
20. Supervise the end of the year reporting of school health services data to the Kentucky Department of Education.

**\*** A coordinated school health program (CSHP) model consists of eight interactive components. http://cdc.gov/HealthyYouth/CSHP/ A coordinated school health program is an effective system designed to connect health with education. This coordinated approach to school health improves students’ health and their capacity to learn through the support of families, communities and schools/ the eight interactive components are; health education, physical education/physical activity, health services, nutrition services, counseling and psychological services, health school environment, health promotion of staff and family/community involvement.

**KNOWLEDGE AND ABILITIES**

* Should be competent and properly prepared professionally to coordinate school health programs and policies using knowledge of:
* Policies, objectives, rules and regulations related to the school health programs
* Recording keeping techniques
* Oral and written communication skills
* Retrieving health data for state reporting systems
* Universal precautions guidelines compatible with Occupational Safety and Health Administration (OSHA) guidelines.

With the ability to:

* Identify, plan, coordinate and implement a coordinated school health program for schools in the district
* Identify resources for health services that could include, local health department, district school nursing staff or other community professional in the health service field
* Compile data and verify data and prepare reports
* Work independently with little direction.
* Provide leadership to staff, parents, students, teachers, local school boards and community partners in interpretation of health related statutes, regulations and educational guideline set by the Kentucky Board of Education.

**EDUCATION AND EXPERIENCE**

A valid license to practice as a registered nurse, issued under KRS 314.041 by the Kentucky Board of Nursing, and three (3) years of registered nursing practice, as defined in KRS 314.011(6) preferred.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: May 22, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee