Class Code: **7271**

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: LOCAL DISTRICT HEALTH COORDINATOR

BASIC FUNCTION:

Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.

Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.

Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.

Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.

Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.

Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.

Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.

Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record-keeping systems.

Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.

Participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole; provide counseling according to established guidelines.

Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.

Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.

Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.

Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.

Supervise the reporting of any known or suspected communicable disease cases to the local health department.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies, objectives, rules, and regulations related to the school health program.
- Vision, hearing, dental and other screening techniques.
- Promotion and public speaking techniques.
- Conference and counseling techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- Communicable diseases.

ABILITY TO:

- Plan, coordinate, implement and modify a comprehensive health services program for the district.
- Train others in proper screening techniques.
- Communicate with others regarding a variety of health-related activities and concerns.
- Coordinate a variety of health related activities.
- Provide consultation to parents, students, teachers, and school authorities.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Compile data and verify data and prepare reports.
- Learn district organization, operations, policies, and objectives.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.

EDUCATION, EXPERIENCE, AND LICENSES:

Any combination equivalent to:

- Graduation and licensure from a Registered Nursing program and three years nursing experience;
- Graduation from a four -year psychology program and one year of related experience; or
- Graduation and licensure from a four-year social work program and one year of related experience.