

Mercer County Schools
JOB DESCRIPTION

Job Title: Health Services Coordinator/Registered Nurse	Reports to: DPP
Job Class Code: 7262	Work Schedule: 200 Days
Pay Scale: See Current Salary Schedule	Approval Date:

PERFORMANCE RESPONSIBILITIES

Job Goal:

Ensure 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. A Local Health Services Coordinator coordinates a school health program, an effective system designed to connect health with education. This coordinated approach to school health includes health education, health services, nutrition activities, a healthy school environment, and health promotion for students and staff.

Roles and Responsibilities:

1. Provide direction and supervision for district licensed practical nurses.
2. Provide supervision, teaching, and delegation to Health aides/other school staff/personnel in the performance of activities relating to nursing care as covered in KRS 156.502(2):
3. Review and approve monthly Medicaid billing submitted.
4. Evaluates programs and services within the school district for the provision of comprehensive services for coordinated school health.
5. Identifies and collaborates with community stakeholders and provides school health resources to the districts and schools.
6. Serve as a member of the District Coordinated School Health Advisory Council that invites key community stakeholders as participants in the council
7. Facilitates collaboration among school health program personnel and other school staff in the development of a school culture of health, well-being, and education achievement.
8. 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.
9. Coordinate or provide technical assistance and professional development opportunities for district and school staff that support the school district's health programs. (i.e.required staff training).
10. 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.
11. Work in cooperation with all school personnel, the local board of education, Kentucky Dept. 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.
12. Establish and coordinate school health screening programs for students.
13. Establishes and coordinates a school health referral protocol for students and school staff needing medical, dental, and mental health services.
14. Participates in implementing school policies and procedures on school health services and wellness policies for students and staff.
15. Supervise the reporting of any known or suspected communicable disease cases to the local health department
16. Supervise the end of the year reporting to school health services date to the Kentucky Dept. of Education.

17. Administer first aid or nursing care for accidents, seizures, preventive medicine, and other educational-related medical problems.
18. Coordinates with school nurses to conduct height, weight, vision, hearing, scoliosis, and other health screenings as required; provides screening for head lice and observes students regularly to detect health needs.
19. Refer students to appropriate personnel, resources, or clinics and follow up as necessary.
20. Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodic medical reports for appropriate organizations or District personnel and assure compliance with District guidelines.
21. Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.
22. Communicate with various community health agencies and civic organizations to exchange information, coordinate activities, and obtain student needs such as medication, glasses, hearing aids, and clothing as needed.
23. Conduct training for students, parents, and school staff as required.
24. Provide information and make recommendations to principals, substitutes, teachers, and parents regarding health issues of students and school health program needs, and develop programs to meet school health needs.
25. Make home visits as required; authorize re-admission to school.
26. Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
27. Maintain current knowledge of medical advances and information, public health issues, and treatment procedures.
28. Perform related duties as assigned.

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.
- First aid, CPR, and nursing practices and procedures
- Various health-screening practices, procedures, and techniques.
- Contagious diseases

With the ability to:

- Identify, plan, coordinate, and implement a coordinated school health program for school in the district
- Identify resources for health services that could include, local health dept., 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.
- Administer first aid
- Conduct a variety of health screenings
- Prepare and maintain accurate student medical records
- Make referrals and perform follow-up. Understand and follow written prescriptions.
- Maintain current knowledge of technological advances in the field

- Observe health and safety regulations.
- Provide leadership to staff, parents, students, teachers, local school boards, and community partners in the interpretation of health-related statutes, regulations, and education guidelines set by the Ky. Board of Education.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, LICENSES & REQUIREMENTS:

Per:...702 KAR 1:160. School health services.

Section 4. School District Health Personnel. (1) A superintendent shall designate a person to serve as school health coordinator for the district. The person designated shall meet the following minimum qualifications:

- (a) 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);
- (b) A **school psychologist certificate**, issued by the Education Professional Standards Board (EPSB) pursuant to 16 KAR 2:090, and a minimum of three (3) years of related work experience in a school setting; or
- (c) A school **social worker certificate**, issued by the EPSB pursuant to 16 KAR 2:070, and a minimum of three (3) years of work experience practicing social work in a school setting.

The school health coordinator shall work in cooperation with all school personnel, the local board of education, the department, the local health department, and family resource and youth services centers, in promoting and implementing a school health services program. eff. **1-5-2015**.

(Provide health services as needed and as dictated by student population for which training and authorization have been provided.) Revised 7/2/02 in accordance with Board Policy 09.22/KRS156.160.)

Board Approved Date

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.