

Southgate Independent Schools

Job Description

POSITION TITLE: District Health Coordinator/School Nurse

QUALIFICATIONS: A minimum of a current KY nursing license with a minimum of three years of nursing experience; or a bachelor's degree in psychology, or social work with minimum of 3 years' experience in a district or school leadership position is preferred. A minimum of a bachelor's degree in nursing is preferred. Experience with the Kentucky Student Information System (KSIS) student health tools and data standards is preferred.

REPORTS TO: Superintendent and/or Designees

RESPONSIBILITIES:

1. Evaluates programs and services within the school district, for the provision of comprehensive health services to students.
2. Reviews and evaluates school district policies and procedures using the Wellness School Assessment Tool (WellSAT) and updates policies and procedures based on laws, regulations and best practices in student health identified by the WellSAT.
3. Collaborates with community stakeholders in the provision of school health resources to students; including the monitoring of health services contracts with outside agencies, such as public health. Works in cooperation with all school personnel, the local board of education, the Kentucky Department of Education, the local health department, Family Resource and Youth Services Centers and parents, in planning, promoting and implementing school health policies and programs that align with Kentucky statutes and administrative regulations.
4. Serves on or chairs the school district Wellness Committee and facilitates collaboration among school health program personnel and other school staff in the development of a school culture that supports health, well-being and educational achievement.
5. Assists the superintendent, school principal and other school staff to establish links between student achievement and health.
6. Provides for technical assistance and professional development opportunities for school district personnel that support the school district's health programs and address emergencies, including training and procedures in First Aid and CPR for school and district personnel, use and placement of AEDs, first aid supplies and emergency medication.
7. Establish and coordinate school health screening programs for students and school staff in cooperation with school district and community leaders.
8. Establish and coordinate a school health referral protocol for students and school staff who need medical, dental or mental health services.

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9. Evaluate all supportive educational services within the district's school health programs by establishing a reporting system to identify hazards, track and monitor injuries, identify the number of students with chronic health conditions and the services and appropriate personnel required to provide health services in the school setting, and identify the number of absences related to chronic health conditions.

10. Ensure implementation of all school policies and procedures on school health services and wellness policies in the school.

11. Ensure implementation of Individual Health Plans (IHP), Emergency Action Plans (EAP) and 504 Plans for students with health conditions.

12. Provision of direct health care to students and staff

- Provides care for students and staff who need emergency care due to injury or an acute illness
- Administer daily or prn medication to students with a medication permission form on file
- Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and/or the delivery of health services as ordered by a licensed health care provider. Delegation to others involves initial assessment, training, competency validation, supervision and evaluation by the school nurse.
- Coordinate and provide care and student emergency action plans related to diabetes, seizures, asthma, allergies and use of emergency medications i.e. Epi-Pen/Neffy, Glucagon/Baqsimi and Diastat/Valtoco
- Develop an Individual Health Plan (IHP) for children with chronic disease who need regular care
- Assure that all health information, consent and emergency treatment forms are on file and kept in the health office
- Assists faculty and staff in monitoring chronic medical conditions

13. Provides leadership for the provision of health services

- Assures that school district policies and procedures adhere to legal and regulatory statutes and ethical standards of nursing practice
- Serve on advisory committees/consultation for health accommodations necessary to support student individual education care plans, (i.e. 504 & IEP).
- Assist with the development of school emergency response plan for emergencies and disasters and the training of staff to respond appropriately within applicable state laws
- Develop plans/implement plans, and evaluate response to interventions

14. Provides screening and referral for health conditions

- Address potential health problems that are barriers to learning or symptoms of underlying medical conditions by coordinating and assisting with mandated screenings, i.e., vision and hearing
- Initiates referrals according to state and school policies

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15. Promotes a healthy school environment

- Provide or facilitate staff educational in-services including but not limited to OSHA bloodborne pathogen, infection control updates, CPR/AED training for staff and coaches
- Monitors immunizations and reports communicable diseases as required by law
- Review immunization records for compliance with state laws and school policies
- Maintains health records for all students in district including immunizations, physical examinations (i.e. school, sports, vision and dental) and any other health related documentation
- Assess the physical environment of the school to improve health and safety, including the assessment of playground, indoor air quality evaluation or review patterns of illness or injury to determine source of concern
- Assist in evaluation of school emotional environment to decrease potential bullying and violence and/or an environment that is not conducive to optimal mental health and learning

16. Promotes health education

- Provides health education information directly to individual students, groups of students, or classes or by providing guidance and consultation about health education curriculum;
- Promotes health awareness activities for staff and families; consultation with other school staff, i.e. food service personnel or physical education teachers, regarding healthy lifestyles and staff wellness programs
- Serves as a member of the coordinated school health team/wellness committee that promotes the health and well-being of school members through collaborative efforts

17. Serves in a leadership role for health policies and programs

- Provides leadership in the development and evaluation of school health policies, programs and the promotion of a healthy school environment through collaboration with coordinated school health programs, crises/disaster management teams and school health advisory councils
- Oversee the collection of health data and submission of health reports to local or state health department for immunization and KDE for school health services.

18. Serves as a liaison between school personnel, family, community and health care providers.

- Provides case management by communicating with the family through telephone calls, written communication and home visits as needed
- Serves as a representative of the school community and communicates with community health providers and community health agencies and partnerships to promote the health of the community

TERM/TIME OF EMPLOYMENT: 185 Contracted Days not to exceed 7 hours per day

COMPENSATION: District Salary Schedule – District Health Coordinator/School Nurse