

Wachusett Regional School District

HEALTH SUPPORT STAFF

JOB DESCRIPTION

TITLE:

Health Services Coordinator

QUALIFICATIONS:

The Health Services Coordinator shall be licensed to practice as a registered nurse; shall possess a Bachelor's degree from an accredited college or university with a Masters degree in Nursing preferred; and shall possess at least five (5) years of successful administrative work experience in the field of public health, preferably in a school setting or in a pediatric work environment. The Health Services Coordinator shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Supervisor of Pupil Personnel

PERFORMANCE EVALUATION:

The Health Services Coordinator shall be evaluated annually pursuant to the terms of the collective bargaining agreement between the District and the Wachusett Administrators Association.

REPRESENTATION STATUS:

Wachusett Administrators Association

JOB RESPONSIBILITIES:

The Health Services Coordinator shall provide the fullest possible educational opportunity for each student by minimizing absence due to illness and by creating a climate of health and wellbeing in the schools. Additionally, the Health Services Coordinator shall provide support and guidance to the health services program in place in all District schools. The Health Services Coordinator shall develop, in conjunction with the Supervisor of Pupil Services, annual job goals that will become part of the criteria used to evaluate the Health Services Coordinator.

In order to meet these responsibilities, the Health Services Coordinator shall:

1. Participate in planning for the conduct of health appraisal and counseling of pupils, including drafting procedures, interpreting results of the appraisal of pupils, school personnel, and parents to include the instruction of teachers and school-based health staff in child observation and screening procedures;
2. Act as a liaison between school, home, and community agencies in improving the health of school children, to include consulting with community health agencies to access their assistance, when appropriate;
3. Assist school-based staff in the modification of the school program to meet the special health needs of children;
4. Participate as a health resource person in the school and community health education programs for pupils, school personnel, and parents;
5. Assist in the development and maintenance of healthful schools;
6. Coordinate, conduct, and contribute to in-service and professional development health education programs for teachers, school-based health staff, and other District personnel;
7. Plan, coordinate, evaluate, and promote health programs and resources in the school and community;
8. Compile and use health records, reports, and statistical information to include:
 - a. State reports on screening and handicapped;
 - b. Individual student health records;
 - c. Reports to concerned agencies and health authorities (e.g., District administration, guidance, etc.); and
 - d. Budget and inventory District health supplies and materials.
9. Prepare and submit reports as required by the District;
10. Coordinate, in conjunction with school-based personnel, all necessary immunization programs;

11. Consult with parents of children with defects or disorders and advise school-based personnel on same;
12. Advise the District on proposed policies and procedures related to school health, to include the control of communicable diseases, the school health education program, medication delegation, and any other appropriate policy;
13. Inform the school communities, parents, staff, and individuals about the School Health Program;
14. Supervise, coordinate, and implement the medication delegation program in the District working with school-based staff to ensure appropriate procedures and implementation;
15. Research, complete applications for, and manage implementation of health related grants for District programs;
16. Design, maintain, and implement tobacco, drug free, nutrition, and other health related information programs in District schools; and
17. Conduct other duties and responsibilities as directed by the Supervisor of Pupil Personnel.

3/1/00

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 03/01/00