

Wachusett Regional School District

HEALTH SUPPORT STAFF

JOB DESCRIPTION

TITLE:

Health Services Liaison

QUALIFICATIONS:

The Health Services Liaison will be licensed to practice as a registered nurse. Possession of a Bachelor's degree from an accredited college or university in Nursing is preferred. Massachusetts certification as school nurse and 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 is desirable. The Health Services Liaison 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 Liaison shall be evaluated annually.

REPRESENTATION STATUS:

Un-represented

JOB RESPONSIBILITIES:

The Health Services Liaison shall provide coordination of the provision of certain student health services to all schools in the District. The Health Services Liaison 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 Liaison.

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

1. Serve as a liaison with community agencies to access their assistance, when appropriate;
2. Assist in the development and maintenance of healthful schools;
3. Assist in the development and coordination of in-service and professional development health education programs for teachers, school-based health staff, and other District personnel;
4. Assist in the planning, coordination, evaluation, and promotion of health programs and resources in the school and community;
5. Compile and use health records, reports, and statistical information to include:
 - a. State reports on screening and handicapped;
 - b. Individual student health records; and
 - c. Reports to concerned agencies and health authorities (e.g., District administration, guidance, etc.).
6. Prepare and submit reports as required by the District;
7. Coordinate, in conjunction with school-based personnel, all necessary immunization programs;
8. 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;
9. Assist the District in informing the school community about the School Health Program;
10. Coordinate, and implement the medication delegation program in the District working with school-based staff to ensure appropriate procedures and implementation;
11. Research, complete applications for, and manage implementation of health related grants for District programs;

12. Design, maintain, and implement tobacco, drug free, nutrition, and other health related information programs for District schools; and
13. Conduct other duties and responsibilities as directed by the Supervisor of Pupil Personnel.

10/01/2003

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 10/01/2003