Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Health Services Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Certified Administrative**	Pay Range:	N
Prepared/Revised Date:	**March 25, 2021**	Job Code:	**33575**
		Days:	**208**

SUMMARY: Responsible for overseeing the school health services program from birth to age 21 including immunizations, disease control, medication forms/documentation, and overall compliance with District, local, and state requirements. Manage, supervise, and evaluate school nurse staff, ensures staff are properly trained and provide professional development. Provide program planning, development, management, and evaluation of Early Childhood Health Services. Work closely with community and state agencies on public health issues, school community health issues, and to promote positive working relationships between PSD and the greater Fort Collins community. Provide advocacy and education related to health and provide direct services and evaluation of students as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Hire, train, evaluate, manage, assign, and support school nurses and Early Childhood nurse, including providing support for the development of Student Outcome Objectives (SOO). Support schools in hiring health technicians and assist schools with the evaluation of Health Technicians.
2.	Develop and maintain strong working relationships with local and state health providers by participating in conferences, meetings, and events. Participate in state and local professional teams/taskforces that impact health services in the schools. Maintain awareness and knowledge of state and national school health issues and communicate to key stakeholders. Liaison to Larimer County Health Department and physicians/clinicians to promote student health and wellness.
3.	Ensure adherence to professional standards of school nursing, local and state laws, rules, and regulations that govern school nursing practices. Develop districtwide policies, procedures, forms, and informational guides related to district health services. Ensure materials are up-to-date and communicate any changes to related laws, regulations, policies, or procedures.
4.	Provide information, recommendations, and support as the Health Services resource for proactive and reactive response to health-related issues including disease outbreaks and public health emergencies.
5.	Responsible for district-wide training of school health technicians and school nurses. Ensure health service providers receive and maintain all required training. Coordinate professional development for Health Services staff. Ensure required training for CPR/AED/First Aid are completed and recorded accurately; maintain inventory of required equipment and other resources.
6.	Monitor annual health statistics, maintain data for the nurse team and student health services; provide reports to the Board of Education when requested. Assure that all federal, state, and local reports are completed and submitted in a timely and accurate manner. Ensure that FERPA/HIPPA confidentiality requirements are met.
7.	Serve as health liaison to Homebound Coordinator. Provide recommendations and consultation with staff on specific health conditions that require modifications or accommodations to programs to return or remain in the school setting.
8.	Serves as a member of the District Crisis/Response Team. Provide information, recommendations, and support for proactive and reactive response to crisis, litigation concerns, and other health-related issues.

9.	Develop, administer, and monitor the health services budget and the Early Childhood health budget. Recommend expenditures for health services, resources, supplies, materials, and equipment.
10.	Promote and develop innovative health projects to improve disease management, prevention and wellness promotion and serve on the Wellness Advisory Council.
11.	Facilitate the Early Childhood Program Health Advisory Committee and the PSD Food Allergy Task Force. Collaborate on writing health/wellness grants.
12.	Attend work and arrive in a timely manner.
13.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Nursing or health related field.
- Minimum of three years of experience in school nursing or a related field.
- Experience working with community resources and students with chronic and acute health conditions in a school setting is required.
- Three years of management/supervisory experience in health-related field preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado Special Services (School Nurse) License.
- Registered Nurse in State of Colorado.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Adhere to FERPA and HIPPA regulations.
- Experience working with community resources and students with chronic and acute health conditions in the school setting.
- Thorough understanding of health disorders and diseases.
- Ability to assess students' health.
- Able to address chronic absenteeism.
- Strong facilitation and conflict resolution skills.
- Ability to communicate with a variety of external partners and maintain positive relationships.
- Ability to effectively communicate with staff, students, and parents.
- Human relation skills.
- Excellent written communication skills.
- Ability to frequently travel among district facility locations.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Student Services	
Direct reports:	Nurses	14

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	