



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Health Services Coordinator**
 Job Family: **Certified Administrative**
 Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**
 Pay Range: **N**
 Job Code: **33575**
 Days: **208**

SUMMARY: Responsible for all operations of school health services program from birth to age 21. Leads school nursing, immunization compliance, disease control, medication forms/documentation, and First Aid/CPR/AED professional development. Manages, supervises and evaluates the Nurses and Early Childhood (EC) Health Staff. Program planning, development, management, evaluation of Early Childhood Health Services. Collaborates with numerous community and state agencies to promote positive working relationships between PSD and the greater Fort Collins community. Provide advocacy and education related to health. 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. Support and evaluate school nurses. Provides support in the SOO process. Maintains data for the EC Program and for the Nurse Team. Reports to Board of Education when requested.
2. Develop and maintain strong working relationships with local and state health providers by participating in conferences, meetings, and events. 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.
4. Responsible for district-wide training of school health technicians.
5. Assure that all federal, state, and local reports are completed and submitted in a timely and accurate manner.
6. 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.
7. 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.
8. Develop, administer and monitor the health services budget and the EC health budget.
9. Promote and develop innovative health projects to improve disease management, prevention and wellness promotion and serve on the WACS.
10. 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 communicates to key stakeholders.
11. Facilitate the EC 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:

- Bachelor of Science degree in Nursing and Master’s degree in Nursing or related health or education field.
- Three or more years of experience in school or similar-type setting.
- 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.

REQUIRED 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 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 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:

- 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:	13 Nurses; 1 Dental Hygienist; 2 EC Health Secretaries	16

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 feed				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			
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	