

COORDINATOR OF HEALTH SERVICES (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is professional, administrative work of a responsible nature which involves coordinating and supervising the delivery of nursing services in a school district including the orientation and training of all school nurses. The work is performed under the general supervision of the Director of Pupil Services. Supervision is exercised over a substantial number of registered school nurses. Does related work as required.

TYPICAL WORK ACTIVITIES:

Orients and trains all newly-hired school nurses in the practices and procedures of a school health office including auditory and visual screening of students, legal and school district requirements and appropriate documentation;

Arranges health programs for nursing staff and conducts monthly departmental meetings;

Interviews candidates for school nurse positions and makes recommendations concerning hiring and firing;

Oversees the recruitment, hiring and orientation of substitute school nurses;

Develops and recommends district health policies and prepares reports on same;

Meets with the Commissioner of Health as needed concerning matters of public health;

Coordinates the conduct of mass physical examinations and special screening programs by arranging for physicians and nurses and scheduling students;

Prepares and coordinates special programs and clinics for public and parochial school students;

Serves as liaison to building principals, physicians, nurses, administrators and the community in regard to health services;

Reviews health examination records of all district employees and follows up where necessary;

Oversees the processing and maintenance of files for all student accident claims as well as worker's compensation reports for employees;

Prepares and submits reports of budgetary requirements for health services, supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; good knowledge of supervisory and training principles and techniques; good knowledge of New York State Education Department and Health Department regulations and mandates concerning health services in school districts; ability to get along well with students, teachers, parents and other professionals; ability to write clear and accurate reports; ability to understand and carry out health-related school district policy in compliance with state and federal law, regulations of the Commissioner of Education and School Superintendent and requirements of the negotiated contracts.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma; and
2. Two (2) years of education beyond high school; and
3. Two (2) years of professional nursing experience in a hospital setting, skilled nursing facility or as a Public Health Nurse; and
4. Five (5) years of experience as Registered Nurse (Schools) or similar school nursing title; or a Master's degree in Nursing and five (5) years of experience in a pediatric setting.

SPECIAL REQUIREMENT: Possession of a license to practice as a Registered Nurse in New York State.

PROMOTION: Two (2) years as a Registered Nurse (Schools) in the school district in which the position exists and meeting the open-competitive qualifications.