

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 incumbent of this position is responsible for implementing programs to support the overall well-being of the student community while ensuring compliance with local, state and federal health regulations and mandates. The work is performed under the general supervision of the Director of Pupil Services or higher-level administrator. Supervision is exercised over a substantial number of registered school nurses and clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a comprehensive school health services plan in collaboration with school administrators, nurses and other healthcare professionals;
Coordinates and oversees the delivery of health services to students, ensuring they receive appropriate care and support as needed;
Arranges health programs for nursing staff and conducts departmental meetings;
Recruits, trains, supervises and evaluates nursing staff;
Develops, recommends, implements and evaluates district health policies and procedures in accordance with state and federal regulations, as well as best practices;
Consults with the Commissioner of Health or his/her designee, as needed, concerning matters of public health;
Ensures compliance with all applicable laws and regulations related to student health services;
Collaborates with healthcare providers to develop and implement individualized health plans for students with specific healthcare needs;
Coordinates the delivery of health screenings and other preventative health services;
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;
Manages health records, including immunizations, medications, and ongoing medical conditions, ensuring compliance with state and federal regulations;
Reviews health examination records of 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;
Stays abreast of current research and best practices in school health;
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, practices and standards of care; 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 understand and interpret rules and policies applicable to nursing assessments and care; ability to communicate effectively, both orally and in writing; ability to prepare 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.

(over)

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits); and
2. Two (2) years of professional nursing experience in a hospital setting, skilled nursing facility or as a Public Health Nurse; and
3. Five (5) years of experience as Registered Nurse (Schools) or similar school nursing title.

NOTE: A Master's degree or higher in Nursing and five (5) years of professional nursing experience in a pediatric setting shall be deemed fully qualifying.

SPECIAL REQUIREMENT: Possession of a valid license issued by New York State to practice as a Registered Professional Nurse which must be maintained throughout the course of employment in this title.

PROMOTION: Two (2) years of permanent status as a Registered Nurse (Schools).