

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR II – HEALTH SERVICES

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Possess a valid Florida License for Registered Nurse.
- (3) Minimum of five (5) years experience in school, community or pediatric nursing and supervision / administration.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Professional knowledge of the theories, principles, practices and techniques of nursing. Ability to plan, implement and evaluate the District's school health services program. Ability to interpret medical terminology and health issues in educational setting and for Risk Management. Possess good conferencing skills. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director II – Evaluation Services

JOB GOAL

To provide vision and leadership in administering a safe, competent health services program through a coordinated effort among agencies and staff and to remove health-related barriers to learning for students so they may achieve maximum health and academic success.

SUPERVISES:

ESE School Nurses
Administrative Secretary

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assign work in terms of project objectives.
- * (2) Consult with schools on health-related issues.
- * (3) Provide information on essential supplies and materials needed by school health programs.
- * (4) Counsel with parents and school staff members about health-related issues.
- * (5) Review projects for quality and compliance with policies and procedures.
- * (6) Select materials and equipment, for use in the school health program.
- * (7) Interview new personnel for the health services program.

Inter / Intra-Agency Communication and Delivery

- * (8) Develop and monitor District contracts with health agencies, private care providers and other organizations.
- * (9) Serve as liaison between District and Department of Education and Department of Health officials.
- * (10) Coordinate health service activities which include student participation with outside agencies.

COORDINATOR II – HEALTH SERVICES (Continued)

- *(11) Respond to inquiries or concerns in a timely manner.
- *(12) Keep supervisor informed of potential problems or unusual events.
- *(13) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- *(14) Attend seminars, workshops and conferences designed to promote self-improvement.
- *(15) Encourage school nurses to attend continuing education programs designed to keep them abreast of current trends in health issues.
- *(16) Sponsor health workshops designed to assist all stakeholders in understanding the role of the department.
- *(17) Maintain a network of peer contacts through professional organizations.
- *(18) Develop annual goals and objectives consistent with and in support of District goals and priorities.

Systemic Functions

- *(19) Review projects for quality and compliance with policies and procedures.
- *(20) Monitor health services for program consistency with state statutes, Florida Administrative Codes and District policies.
- *(21) Plan and develop health-related policies for the District as needed.
- *(22) Keep appropriate personnel and the Superintendent apprised of departmental issues and concerns.
- *(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(25) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(26) Plan, implement and evaluate the District health services plan on an annual basis.
- *(27) Evaluate collaboratively, with the principal, the health services program at the school.
- *(28) Recommend innovative ideas and changes to be instituted at the school sites.
- *(29) Plan and implement policies for emergency care and control of communicable diseases.
- *(30) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(31) Assist in implementing the District's goals and strategic commitments from health services perspective for student achievement.
- *(32) Set high standards and expectations for self and others.
- *(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

COORDINATOR II – HEALTH SERVICES (Continued)

Job Description Supplement No. 10

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 6

Date of Board Approval: August 21, 2001

Date of Revision: May 17, 2005