

POSITION TITLE: Coordinator School Health Services

QUALIFICATIONS: Bachelor of Science in Nursing required with a Master's degree in a Health related field preferred. Valid license as a registered nurse in the Commonwealth of Virginia required. Must have three years of experience in pediatric nursing or school nursing with extensive experience with child and adolescent health care and development, including exceptional children. Knowledge of the organization, administration and operation of schools and school health services. Experience in leadership. Experience with the legal requirements that impact school health services and child welfare. Knowledge of human growth and development, with emphasis on childhood and adolescence. Ability to direct and supervise the activities of school nurses and clinic managers. Ability to communicate with and work cooperatively with diverse groups, and agencies in schools, community, city, state and business. Demonstrated ability in health services program assessment, evaluation, development and improvement. Knowledge of budgeting, program planning, staff development and the efficient management and utilization of health services personnel. Ability to provide clear, concise correspondence, briefings, updates, reports and other information at the executive management level. Considerable skills in operating a computer. Experience using Microsoft Office software required. Bilingual (Spanish) applicants encouraged to apply.

PERFORMANCE EXPECTATIONS: Supports district to create a climate of health and wellbeing in division schools. Provides direction and encourages collaboration among schools, departments, students, families and the community. Plans, develops, implements and monitors a comprehensive health services program that aligns with federal and state laws, regulations and best practices. Supervises, trains, and observes school nursing personnel and supports health designees in each school. Evaluates staff in collaboration with school administration. Works in close coordination with representatives from city, state and other agencies concerning school health needs. Monitors and informs division of all state and federal legislation and ensures compliance with medical statutes and regulations. Assists with the development and ensures the school safety, accident and emergency procedures are implemented with fidelity. Oversees all nursing services to include training and supervision of health services personnel including contracted nursing personnel. Assists and advises school nurses in the implementation of screening programs, immunization requirements for enrollment and proper response to infectious and communicable disease. Maintains accurate electronic and paper records and data at student, school and district level. Maintains and ensures accurate Medicaid reimbursement protocols and procedures. Directs and coordinates nursing services for students based on physician orders, IEP, Section 504 and IDEA guidelines and student health care needs. Serves as a member of student support teams at school and district levels. Serves as liaison for the division with the medical community and individual student's physician as required. Assists with the development of collaborations and grant exploration / application to address health services needs of students. Plans and coordinates budget requirements for health services. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing School Health Services. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing

to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director Student Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt