

**SAYREVILLE PUBLIC SCHOOLS**  
**JOB DESCRIPTION – Health and Medical Information Systems & Data Management**  
**Specialist**

**I. Qualifications:**

- 1) An undergraduate degree in health and medical information systems, health and medical administration, or an equivalent combination of training and experience preferred. Advanced degree preferred
- 2) Experience in working with health and medical records.
- 3) Nursing experience and certification desired but not required.
- 4) Experience in healthcare delivery in public school or government settings desired but not required.
- 5) Understanding of New Jersey and Federal reporting and submission requirements inclusive but not limited to immunization records and compliance reports.
- 6) Ability to review and verify immunization records for compliance we New Jersey Department of Health and Department of Education requirements for student enrollment.
- 7) Understanding of a wide range of software inclusive of but not limited to health and medical information systems and databases.
- 8) Knowledge of data systems operation, database management, and report writing, preferably in the field of education
- 9) Experience in data extraction and manipulation from various databases.
- 10) Ability to properly prioritize numerous requests/projects and align the requestor's expectation with the district's resources.
- 11) Ability to consistently deliver high quality results and meet restrictive deadlines while successfully managing assigned and identified projects and responsibilities through strong organization, detailed work plans, and balancing of multiple priorities.
- 12) Ability to communicate effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
- 13) Such other qualifications of academic, professional, and personal excellence as the Sayreville Board of Education may specify.

**II. Primary Function:**

Provide the technical leadership and direction necessary for the integration and management of the District Health and Medical Information Systems platforms, record keeping, and reporting. To ensure the integration, maintenance, accessibility, accuracy, availability, of district health and medical information systems and reporting to state and federal agencies.

**III. Reports to:**

Superintendent and Assistant Superintendent of Information, Technology and Operations

#### **IV. Supervises:**

Functional supervision may be exercised over management, technical and professional support staff.

#### **V. Term of Contract: 12 months**

#### **VI. Compensation: Commensurate with experience.**

#### **VII. Major Duties and Responsibilities:**

1. Serve as the districts NJ Department of Health point of contact for record maintenance and submission.
2. Comply with confidentiality requirements under FERPA, HIPAA, other federal and state laws and regulations, and School Health guidelines.
3. Provide district staff health and medical information systems support beyond the contracted work day in the event of emergent, critical, or time sensitive situations.
4. Ensure appropriate installation, implementation, maintenance, training, and support for all district health and medical information systems platforms.
5. Manage and maintain staff and student account profiles across health and medical systems in cooperation with technology department staff.
6. Ensure that all district health and medical information systems platforms synchronize with and meet all local, state, and federal requirements.
7. Work cooperatively with internal staff, outside vendors, state, and federal agencies to resolve functionality or data inconsistencies across information systems.
8. Remain current in and ensure compliance with all local, state, and federal health and medical reporting policies and procedures
9. Train and support designated staff in the data entry and data management of appropriate information required for maintenance of district health and medical information system platforms and for the appropriate maintenance and submission of New Jersey and Federal reporting inclusive but not limited to COVID-19 reporting.
10. Conduct the reporting of any known or suspected communicable disease cases to the local health department inclusive but not limited to COVID-19.
11. Provide administration with relevant health and medical state and federal reporting data in a timely and efficient fashion to support the needs of the school district.
12. Assist schools and operational offices in completing and submitting school or department specific health and medical state or federal reports.
13. Coordinate COVID-19 cases, contact tracing, paperwork, and communications.
14. Update and maintain the COVID-19 district dashboard and associated information
15. Provide general information tracking support to assist in completion of case investigation and contact tracing for the School Health COVID-19 Response Team. Information tracking activities could include making phone calls to school-based School Health staff to obtain missing student information related to COVID-19 cases, e.g., dates, close contacts, receipt of results and physician notes. Maintain records in an organized manner. Participates in staff meetings virtually as scheduled.

16. Assist in maintaining and reporting accurate attendance related to medical absences inclusive of following up with families of students absent due to illness or exposure to communicable disease.
17. Support the data integrity of the registration and enrollment process. Assists the registration office and schools with student registration, specific to immunization and medical records.
18. Assist nursing and supervisory staff in accessing, maintaining, and utilizing health and medical data.
19. Provide support for students, staff, and parents in accessing and using district health and medical information systems.
20. Maintain accurate and updated staff, parent, and student contact lists in cooperation with district and building support staff.
21. Assist in the development of records and forms used in recording health data.
22. In cooperation with the Director of Technology and the Assistant Superintendent, develop and maintain standard operating procedures for all health and medical information systems ensuring that disaster recovery and security procedures are established and adhered to.
23. In cooperation with the business office and technology department, develop and maintain a schedule for archiving or destroying district health and medical information that is inactive or outdated in compliance with all local, state and federal regulations.
24. Participate in regular and consistent daily communication with the District Health Response Team.
25. Assist in the development of the annual school nursing plan
26. Collect and disseminate to the district nursing staff, information relevant to the health services program (e.g., professional development materials; changes in relevant legal requirements).
27. Strengthen and implement school health policies that align with federal and state laws as well as regulations and best practices, while staying abreast of the numerous federal laws and programs that support student health and safety, including but not limited to the Every Student Succeeds Act, USDA Local Wellness Policy, and Safe and Drug Free Schools.
28. Serve as a liaison to community health and safety programs and acts as a facilitator for the purpose of partnership-building, data collection, and advocating for the health, safety, and wellness of students and staff.
29. Communicate school health and safety priorities to district administration, building principals, staff, parents/families, community organizations and students using a variety of tools to support the connection between health and learning.
30. Conduct assessments of student health needs and evaluate school health policies, activities and programs.
31. Research funding opportunities and use data to develop funding proposals to support programs, services, and special initiatives.
32. Participate as the health specialist on the child education evaluation team to develop Individual Education Plans (IEP), Individual Health Plans (IHP), Emergency Action Plans (EAP) and 504 Plans for students with health conditions. Ensure implementation of plans.
33. Remain current in job specific and related technology and management trends.

34. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education

**VIII: Evaluated by:** Superintendent and/or Assistant Superintendent according to Board of Education policy

**Date of Approval/Adoption by Sayreville Board of Education:** 10/19/21