

POSITION DESCRIPTION

**TITLE: HEALTH SERVICES
PROGRAM COORDINATOR**

TYPE: Other Non-Represented
Exempt

REPORTS TO: Director of Student Services

POSITION SUMMARY:

The primary purpose of this position is to develop, implement, and monitor a district wide student health services program in compliance with state law, District policy and effective health practices. Additional responsibilities include delivery of direct nursing services and coordination of employee health services and training in conjunction with the Human Resources Department as requested.

MINIMUM QUALIFICATIONS:

1. Bachelor’s Degree.
2. Background and Criminal History Clearance.
3. Valid Oregon Registered Nurse License.
4. Two years of successful nursing experience.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English and Spanish or Russian, as applicable.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge and skill in first aid and medical emergency protocols.
10. Knowledge of health resources for student and parent referral.
11. Knowledge and skill in applying nursing techniques and interventions with children and adolescents.
12. Knowledge of the principles of a comprehensive District and school health services program.
13. Knowledge of current county and state health regulations and legislation.
14. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Develops and implements the District wide and school health services programs through collaboration and coordination with staff, students, parents/guardians, and identified community partners.
4. Assists in the development and implementation of prevention programs for various student at-risk behaviors.
5. Provides directly to students or gives direction to qualified staff to provide emergency health care and immediate care in case of injury or sudden illness.

6. Develops protocols for medically fragile students or those with significant health risks and orients/trains appropriate staff to monitor and carry out.
7. Trains delegated caregivers to properly dispense medications and carry out other delegated nursing procedures.
8. Organizes and coordinates student health assessments and immunization clinics, including parent and volunteer training as needed.
9. Budgets, orders, distribute, and monitor level of health room supplies for all schools.
10. Maintains accurate and complete student health records in compliance with state standards and District policy.
11. Conducts classroom presentations on selected health topics as requested and as time and duty permits.
12. Refers students and parents to available community health resources, and works in collaboration with public, private, and non-profit health care partners to identify gaps in teen health care and develop proposals to address them.
13. Consults with and assists District Safety Officer as requested concerning health and safety issues and procedures.
14. Provides health and safety prevention information to students and employees.
15. Develops and submits reports as required by supervisor.
16. Follows all safety rules.
17. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
18. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
19. Assists parents and community members as needed.
20. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
21. Complies with professional development activities as required by the District.
22. Actively seeks out and participates in professional development activities designed to improve professional competence.
23. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
24. Holds expectations for high performance of self.
25. Assesses results of performance for improvement on a regular basis.
26. Demonstrates computer literacy and operates software programs as related to job responsibilities.
27. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
28. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
29. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
30. Adheres to the same ethical standards as in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
31. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. This position requires effective stress management and appropriate decisive action under sometimes emergency or life-threatening situations.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. Required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 195 days, subject to change. May include extended hours or days as directed. Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date