

Job Title: **Health Services Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Work Year: **10 months**

Job Code: **070417**
 FLSA Status: **Ex – P**
 Pay Range: **L12**

SUMMARY: Responsible for coordinating health services within the district. Supervise, hire, discipline, and manage human resources for health services staff. Responsible for the efficient use of the health services budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|-----------|-------------|
| 1. Interview and hire school nurses, Licensed Practical Nurses, health aide floats, and health aide substitutes. Support schools in hiring health aides. Manage and evaluate school nurses, Licensed Practical Nurses, and health aides floats. Collaborate with Medicaid timekeepers to ensure health services staff are complying with district policy related to time worked. Ensure appropriate health services staffing for all programs, including BASE, PEAK, preschool, and summer programming. | W | 20% |
| 3. Seek, coordinate, develop, and host professional development and regular meetings for health services staff. Ensure health service providers receive and maintain all required training. Maintain inventory of required equipment and other resources. | M | 10% |
| 2. Collaborate with IT to maintain accurate health information on the district website. Collaborate with school nurses to collect and record data related to student health office visits. Ensure that FERPA/HIPAA confidentiality, and Colorado Open Records Act requirements are met. Collaborate with legal staff as needed. | M | 10% |
| 3. Recommend expenditures for health services, resources, supplies, materials, and equipment. | M | 10% |
| 4. Monitor annual health statistics in collaboration with school nurses; participate in various district and regional committees and present data as needed. Stay up to date with local public health agencies regarding public health concerns. Closely collaborate with BASE, PEAK, and Preschool departments for compliance with licensing regulations. | M | 10% |
| 5. Oversee district-wide vision and hearing screenings and immunization compliance for all students. Collaborate with colleagues within Student Engagement, other departments, and outside agencies for additional vision programs, vaccine clinics, and resources to support student referrals. Collect and record data related to district vision and hearing screenings and immunization compliance. Provide resource information for families for access to health care. | W | 25% |
| 6. Make recommendations for agreements and contracts with outside agencies in regards to student health care (for example, local colleges and universities for placement of student nurses; local health organizations as needed for placement of Private Duty Nurses). | M | 5% |
| 7. Perform other duties as assigned. | Ongoing | 10% |
| TOTAL | | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in related field.
- Minimum of three (3) years of experience in administration
- Experience in school nursing, public health, or related medical field preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado administrator license preferred.
- District Classified Evaluation System, Facilitating Improved performance, Progressive Discipline, Conflict Management and Interviewing & Hiring courses required within one year after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations skills.
- Strong oral and written communication skills.
- Strong decision making, problem solving, analytical, and organizational skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|---|-----------------|
| Reports to: | Student Engagement Initiatives Director | 050302 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|-------------------------|-----------------------|-----------------|
| Direct reports: | School Nurses | 18-24 | 2130RN |
| | LPNs | 3-6 | 4051 |
| | Health aide substitutes | 4-8 | 1254S |
| | Health aide Floats | 3-6 | 1254 |

- Supervisory responsibilities include hiring, disciplining, terminating and evaluating; assisting with planning, assigning and directing work.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for the efficient use of the health services budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | X | |
| Use hands and fingers to handle and/or feel | | | X | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| 51 to 100 pounds | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | X | |
| Instruct | | | X | |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | X | |
| Compile | | X | | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | X |
| Close vision (clear vision at 20 inches or less) | |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |