



POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Health Coordinator	Department / Building: Special Services
Reports To: Director of Special Services	FLSA Status: Exempt
Grade / Subgrade: Coordinator	Bargaining / Work Unit: Non-Classified
Duty Year: 260 days	Position Last Updated: 09-05-2023

SECTION II: JOB SUMMARY

The Health Coordinator is responsible for assisting in the care and coordination of the health and safety of students and staff as directed by the applicable supervisor.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Statement of duty/responsibility:

Attend to the health, safety, and care of students

Tasks involved in fulfilling above duty/responsibility:

- Completes daily building or grade level assignments as directed and attends to the health, safety and care of students to the extent otherwise necessary based on the assessment of attenuated health and safety needs for students throughout the school district in cooperation with current certified staff dedicated to school nursing.
- Assists in attending to health and safety related issues which may include providing health recommendations for staff and students.
- Remains actively engaged with current MDE, MDH, and CDC guidelines and recommendations regarding school preparedness, health and safety, including assisting in the communication to



necessary stakeholders, and monitoring implementation of health and safety protocols across the district.

- Monitors and supervises district health and safety preparedness and response activities, evaluating progress through outputs and impact.
- Advises and coordinates with district administration in training staff annually or as needed on subjects relevant to the health and safety of students and staff.
- Appraises and implements new health and safety regulations as they relate to district operations.
- Coordinates actions as a result of students and/or staff as they relate to environmental, health, and safety concerns.
- Serves as the internal incident manager, ensuring that emergencies and injuries are properly managed.
- Performs other duties as in connection with health and safety matters.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills
- Excellent grammar and writing skills
- Ability to work in a fast-paced environment, on-line, with quality and quick responsiveness.
- Ability to prioritize clearly, oversee multiple tasks, and to take the initiative in project decisions.
- Ability to research pertinent facts, data, and other information from internal and external sources.
- Proficient use of computer and corresponding programs - Word, Excel, PowerPoint, Google Suite.
- Ability to establish positive relationships with internal and external stakeholders.
- Knowledge of responding to emergency outbreaks with collaborative responses

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- BA Degree and/or 2+ years' of experience in public health, nursing, environmental and/or health and safety, organizational management, project management, or other related field

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience in health and safety planning.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core



Values.

- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	O	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	C	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	F	More than 100 pounds	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus
Distinguishing smell	O			Looking at computer monitor
Distinguishing temperature	N			Color vision (identify and distinguish colors)
Traveling by automobile	O			Peripheral, depth perception

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in



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any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.