Job Title: Health Services Coordinator (Head Nurse)

Reports to: HR Director

Dept./School: Assigned Campuses

Primary Purpose:

Provide leadership in development, implementation, and coordination of a comprehensive program of health services for district. Participate in nursing policy formulation and decision making.

Qualifications:

Education/Certification:
Accredited Nursing Program Diploma
Valid registered nurse license from the Texas State Board of Nurse Examiners

Special Knowledge/Skills:
Ability to organize, direct, coordinate, and evaluate health services delivery system
Ability to implement policies and procedures
Ability to manage budget and personnel
Knowledge of community medical and health care services
Strong organizational, communication, and interpersonal skills

Experience:
Five years experience as public school nurse
Two years administrative and supervisory work experience

Major Responsibilities and Duties:

Program Management

1. May perform duties of school nurse at assigned campus.

2. Determines objectives and policies of health program in conjunction with nurses and other staff to all concerned.

3. Help staff interpret school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.

4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district.

5. Develop and coordinate continuing evaluation of health program and make changes based on findings. Recommend policies to encourage program involvement.

6. Help school nurses and nurse aides manage all components of campus health service programs by telephone and through on-site visits.

7. Consult with campus staff on referrals and provide follow-up services to meet health needs of students.

8. Coordinate activities of the health program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services.

9. Serve as member of district committees related to health and safety issues of students and staff; such as crisis intervention, planning teams, staff wellness programs, and exposure control committees.

Administration

10. Organize and administer health services budget and ensure that program is cost-effective and funds are managed prudently.

11. Compile budget and cost estimates based on documented program needs.

12. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.

13. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated records of health information for all students and submit to Texas Department of Health and Texas Education Agency as needed.

14. Order supplies for all campus clinics and distribute.

15. Recommend purchase, replacement, and repair of equipment to meet needs of campus health service facilities.

Personnel

16. Assist with recruiting, interviewing, selection, and training of all health services personnel and make recommendations about placement, assignment, discipline, and dismissal, working cooperatively with campus principals.

17. Help principals evaluate performance of school nurses and nurse aides to ensure effectiveness.

18. Develop training options and improvement plans to ensure exemplary operation in the health services area.

19. Serve as resource, support, and mentor for staff nurses

Professional Development

20. Be aware of medical developments in health fields that could enhance program effectiveness.

21. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.

Supervisory Responsibilities:

Supervise school nurses and nurse aides (extenders) at campuses throughout district.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent district travel; exposure to bacteria and communicable diseases.

**Adapted from* School Health Staff Roles *published by the Texas Department of Health Advisory Committee, June 2002.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____