



POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

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| Position Title: District Health Coordinator | Department / Building: Community Education/ Special Services |
| Reports To: Director of Special Services & Director of Community Education | FLSA Status: Exempt |
| Grade / Subgrade: Coordinator | Bargaining / Work Unit: Non-Classified |
| Duty Year: 260 days | Position Last Updated: 06-17-2024 |

SECTION II: JOB SUMMARY

The district 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. This work includes providing on-site health supervision and services to the Community Education site(s), Kids Play, and other students or staff at a designated site as directed. The district health coordinator is also responsible for early childhood screening.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

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|------------------------------|-----|--|
| Duty/Responsibility # | 1 | Community Education health services and early childhood screening |
| Percent of Time | 75% | |

Tasks involved in fulfilling above duty/responsibility:

- Responsible for supervising and attending to the health needs of Community Education programs at the Community Education building site and at other sites providing services as directed, including but not limited to Kids Play and Bright Beginnings Preschool.



- 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.
- Responsible for leading, coordinating, and tracking requisite early childhood screening.

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| Duty/Responsibility # | 2 | Assisting in medical needs of students and staff as directed |
| Percent of Time | 15% | |

- May perform health supervision or services in attending to the medical needs of students principally located at the Community Education site(s).
- May be assigned to assist in attending to the health needs of preschool students in Bright Beginnings as assigned.
- May be directed by the director of special services to provide broader district health services as needed based on immediate and prioritized health needs of students.
- Develops written health and emergency care plans for students needing health procedures and accommodations.

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| Duty/Responsibility # | 3 | Professional collaboration and health services support |
| Percent of Time | 10% | |

- Collaborates with district nursing staff in meetings, training, and as otherwise directed.
- Appraises and assists in the implementation of new health and safety regulations as they relate to district operations and impact community education and district students and staff.
- 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 under the supervision of the director of special services or the director of community education.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills.
- Excellent grammar and writing skills.



- Ability to work in a fast-paced environment, online, 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
- RN or LSN

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 provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- 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 |



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| Standing | O | Up to 10 pounds | C | Possible exposure to blood-borne pathogens through body and/or body fluids | O |
| Walking | C | Up to 25 pounds | O | Toxic chemicals | N |
| Sitting | C | Up to 50 pounds | O | Moving parts | N |
| Talking in person/on the phone | F | Up to 75 pounds | N | Electrical shock risk | N |
| Pushing/pulling | O | Up to 100 pounds | N | Explosives | N |
| Hearing | F | More than 100 pounds | N | Fumes | N |
| Feeling, grasping, finger dexterity | C | Noise Levels | | Extreme cold (non-weather) | N |
| Climbing, balancing | O | Quiet (i.e. private office) | F | Extreme heat (non-weather) | N |
| Stooping (bend at waist) | O | Moderate noise (i.e. business office with printers, light traffic) | F | Varying weather conditions | N |
| 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 | O |
| Distinguishing smell | O | | | Looking at computer monitor | F |
| Distinguishing temperature | N | | | Color vision (identify and distinguish colors) | F |
| Traveling by automobile | O | | | Peripheral, depth perception | F |

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 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.