

SEDALIA SCHOOL DISTRICT #200

Job Title: Health: Nurse Coordinator

Job Overview

- Health Coordinator Salary schedule
- 195 Days as set in the annual calendar
- Reviewed annually with recommendation for re-employment in May
- Reports Superintendent and Building Principal

Qualifications

- Licensed Registered Nurse (R.N.)
- Graduate of an accredited school of nursing and licensed to practice in the State of Missouri
- Hold or ability to obtain valid CPR Instructor's certification
- Prior work in public school, public health or related fields preferred
- Prior supervisory experience preferred
- Knowledge in computers and office equipment.
- Ability to file and keep accurate records.
- Excellent human relations skills and experience working with school age children.
- Work well with others.
- Maintain confidentiality in all aspects.
- Understanding of the role of health services and the public school's relationship to the community and the people served.
- Ability to organize and plan effectively.
- Effective communication skills.
- Possess an ethical and professional attitude toward colleagues and the policies of the district.

Other Working Conditions

- Vacation, leave policies and fringe benefits as stated in Board policies
- Be a member and participant in the activities of professional organizations
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Coordinates and maintains a comprehensive, district school health program
- Advises the Board of Education and Administration on matters of public relations on issues relating to district health and wellness. Acquaints administration and other school personnel with health problems and resources
- Interprets legal aspects of school nursing practice
- Participates in the development, implementation and revision of policies, procedures and standards for the school health program. Actively participates in related strategic planning activities and assists in coordinating district goals and objectives
- Interprets and communicates current and accurate district, state and federal health policies and legislation to parents, students and district personnel
- Collaborates with the school Health Advisory Committee
- Monitors compliance with state immunization laws. Responsible for preparation of the annual Immunization Report, CD 31 filed with the Missouri Department of Health/Immunization Bureau
- Establishes and maintains a program for communicable disease control as prescribed by the State Department of Health and the District Health Services Manual. Authorizes exclusion and readmission of students and staff in connection with infectious and contagious diseases

- Assists in selection of health services personnel to be recommended for employment. Develops position descriptions to guide hiring and practice of school nurses and unlicensed assistive personnel
- Supervises and evaluates all district health services personnel. Reviews and makes recommendations for revisions relating to job descriptions for district health services personnel
- Utilizes instruments to evaluate performance, which appraise quality in nursing practice rather than effectiveness of programs
- Reviews, evaluates and budgets for the purchase of necessary equipment or supplies relating to district health and wellness programs or activities
- Assists students, families and school personnel to achieve optimal levels of wellness through health education
- Conducts health education in-service and training for appropriate faculty and/or district personnel regarding topics of concern to students with health care needs
- Prepares annual Health Services Report and Health Services Evaluation to Superintendent of schools and Board of Education
- Assists in administering first aid or emergency life support care to any student or staff member as needed
- Carries a pager at all times and serves as emergency support to all health rooms
- Serves as the Professional School Nurse in those buildings with unlicensed assistive personnel in the health room and provides direct supervision for those buildings with a licensed practical nurse
- Orients all new school nurses, health clerks, aides, substitutes, volunteers and others involved in health service delivery
- Organizes monthly Health Services staff meeting and/or in-service. Provides for health-related professional development opportunities for health service staff as funds allow
- Uses data collected about the health and developmental status of the student to determine a nursing diagnosis, and then develops an I.H.P. (individual healthcare plan) with specific goals and interventions delineating school-nursing actions unique to the student needs
- Intervenes as guided by the I.H.P. to implement nursing actions that promote, maintain, or restore health, prevent illness, and effect rehabilitation of the student
- Assesses student response to nursing actions in order to revise the database, nursing diagnosis, and I.H.P. and to determine progress made toward goal achievement
- Responsible for delegation of selected nursing actions, functions or tasks to unlicensed assistive personnel. The responsibility and accountability to the public for the overall nursing care remains with the registered nurse that determines the competency of the unlicensed assistive personnel performing each delegated nursing task
- Distributes health information to faculty, parents, and students
- Coordinates all screening programs to identify health deficits of students
- Provides for appropriate accessibility, recording and utilization of confidential information related to school health and health services
- Uses direct health services as a vehicle for relevant instruction, counseling and guidance to students, parents, staff, and others concerning health related issues
- Serves as special education team member. Recommends modification in the educational program for students when indicated by their health and/or developmental status
- Assists teachers periodically in the instruction of appropriate health education topics in the classroom, such as growth and development, hygiene, human sexuality, HIV awareness and substance abuse prevention
- Educates staff members regarding policies and procedures for universal precautions
- Serves as the direct link between the school and health care provider, families, and community agencies to assure access and continuity of health care for students
- Establishes a supportive and ongoing relationship with students with special health care needs. Serves as health consultant to all students and their families and advocates for their need to learn in a safe and accessible environment
- Assists parents in interpreting and complying with policies and laws affecting the students
- Provides support and ongoing assistance to parents of students with health care needs. Assists with access or referral for services to appropriate health resources
- Provide outreach, referral, and assistance to MoHealthNet eligible & potentially eligible children & their families
- Represents the district with necessary parent contacts outside of school

- Collaborates effectively with other professionals and community organizations in planning to assure quality of health care provided to students. Serves as a liaison between administrators, faculty, parents and community agencies to meet these increasing health care needs
- Works cooperatively with building principals and other district health personnel to develop, coordinate and maintain a district health and wellness program. Keeps faculty and administrators informed of pertinent health care concerns
- Maintain records for accidents on school ground
- Coordination of all workers compensation claims from inception to close
- Respects confidentiality of health information. Coordinates the practice of school nursing with a consciousness of professional nursing ethics
- Plans for professional growth and continuing education
- Promotes professional responsibility, accountability and behavior
- Participates in activities of professional educational, health and nursing organizations and associations
- Contributes to nursing and school health through innovations in theory and practice and participation in research
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Participates in faculty meetings and activities of professional development
- Follows the policies and procedures of the school district
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal or District Health Coordinator

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.