San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Health Services Coordinator	**Exemption Status:**	Exempt
Reports to:	Asst Superintendent of Admin Services	**Pay Grade:**	3
Works with:	Students/District Personnel	**Days:**	226
Dept/School:	Human Resources	**Date Revised:**	04/28/2020

Primary Purpose:

Responsible for program administration, implementation, coordination, and evaluation of a comprehensive program of health services for district.

Prerequisites:

- Valid registered nurse (RN) or advance practice RN license from the Texas Board of Nursing
- Three (3) years' experience in school health, community health, pediatric/adolescent healthcare, or nursing administration

Preferred:

- 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 school health and nursing administration
  Knowledge of community medical and healthcare services
  Strong organizational, communication, and interpersonal skills

Special Skills and Knowledge:

- Ability to read, analyze, and interpret financial reports, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to basic questions from regulatory agencies, administrators, public groups/community, and Board of Education.
- Ability to work with mathematical concepts such as statistical inference and fundamentals of algebra and geometry.
- Ability to ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply financial concepts such as compound interest, time value of money, tax rates, and discounts.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram, form and deal with several abstract and concrete variables.
- Ability to use a computer, spreadsheet, and word-processing knowledge is required. Ability to establish and maintain effective working relationships with staff, the school community, vendors, and contractors.
- Ability to speak and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Major Responsibilities and Duties:

1. Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district.
2. Identify, analyze, and apply current nursing and medical research findings to plan and provide health care delivery for all students. Evaluate and improve school health practices and make changes based on findings.
3. Develop programs and recommend policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district; Section 504; Safety Meetings and other trainings as needed.
5. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
6. Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services. Represent the district in collaborative community programs related to student health.
7. Serve as permanent member of district's school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
8. Coordinate department and district staff development, orientation, training, and certification as related to health needs of students.
9. May perform duties of school nurse at assigned campus.
10. Develop and administer health services budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
11. Ensure that all campuses have needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed.
12. Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students.
13. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy.
14. Work cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and make recommendations about assignment, retention, discipline, and dismissal.
15. Prepare, review, and revise department job descriptions.
16. Share responsibility with principals to evaluate performance of school health services personnel to ensure effectiveness and develop training options and improvement plans to ensure exemplary operation in the health services area.
17. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.
18. Supervise, evaluate, and recommend the hiring and firing of school nurses and nurse aides at campuses throughout district.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse, and occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: Work inside, may work outside, frequent district-wide travel, may work prolonged hours.

Mental Demands: Work with frequent interruptions, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature: _____ Date: _____

Administrator's Signature: Nate Carman, Ed.D. Date: JUN 02 2020