

St. Tammany Parish School Board
Department of Human Resources
JOB DESCRIPTION

Division:
Human Resources

Title: Health and Safety Coordinator (FLSA: Exempt)

Design and Evaluation – Responsible for the design and evaluation of the district health program services

- Develops and implements goals and objectives for programs and services
- Reviews policies, procedures, and practices used in the programs and services and initiates changes which will better meet the needs of the district
- Conducts professional evaluations of members of the school nurse staff

Leadership – Assumes leadership in directing the district Nurse Department

- Provides guidance in interpretation and implementation of health and safety related regulations and best practices per state and federal laws and the Louisiana State Board of Education
- Advises administration with respect to public health issues that affect students and employees
- Keeps informed of current research and information as related to the program
- Works with school personnel and community members to maximize the efficiency of services
- Displays mastery of skills and knowledge necessary to implement program services effectively
- Participates and collaborates with administrators in identification of qualified candidates, interview process, selection, and orientation of school nurses
- Provides continuing health-related training to facilitate personnel with their work
- Promotes professionalism and communicates the importance of education regarding health-related needs
- Develops personal goals and performance objectives for effective leadership

Management – Assists with practices designed to maintain an effective school system

- Supervises the district Nurse Department
- Establishes a clear communication process with school administration and personnel as related to the program
- Supervises maintenance of appropriate medical records for students, including the use of designated electronic student information system(s)
- Assists with maintenance of medical records for employees as needed
- Gathers data for necessary parish, state, and federal reports
- Facilitates and participates in writing nursing program grants
- Assists with preparation and management of the annual budget for the district Nurse Department
- Coordinates all aspects of the program with the Director of Human Resources or designee
- Performs other job related activities assigned by the Director of Human Resources

Student Services – Initiates practices designed to promote the success and well-being of students

- Coordinates the development of district environmental and safety programs to meet the needs of students

School/Community Relations – Initiates practices designed to provide effective school/community relations

- Represents the district in health activities with professional organizations, civic groups, and community agencies
- Works cooperatively with all stakeholders to build rapport and establish effective communication

Professional Development – Plans for professional self-development

- Uses evaluations to grow professionally
- Participates in activities that will facilitate professional growth and development
- Makes use of recommendations for improvement
- Maintains all required professional licenses and certifications

Minimum Qualifications:

- United States citizen or authorized alien
- Bachelor's Degree in Nursing
- Registered Nurse in the state of Louisiana
- Five (5) years in generalized nursing with administrative experience
- Knowledge of public health nursing
- School Nurse experience

Terms of Employment: 10 months

Reports to: Director of Human Resources

Supervises: Nurse Department and other personnel designated by the Director of Human Resources

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources

Copy - Supervisor

Copy - Employee