



Health Coordinator

Job Summary:

The Health Coordinator is responsible for implementing the school health program, assisting with student well-being, completing health-related tasks, and carefully monitoring best practices. This position demonstrates a functional knowledge of current health issues as they relate to school-age children; the ability and skill to make physical, social and emotional assessments and plan and implement interventions requiring professional medical knowledge and judgment; as well as the ability to maintain confidentiality.

Preferred Qualifications

- EMT certification, Paramedic certification, or nursing degree
- Valid nursing license or EMT/Paramedic certification
- At least two years of applicable experience
- Adult & Pediatric First Aid, CPR, & AED certification
- Previous experience with children preferred

Essential Duties and Responsibilities

- Maintains student health records, ensures all components of the school health entrance requirements including immunization are complete and up to date, and keeps emergency information up to date
- Develops a plan of care for students with chronic health care conditions; Communicates, in compliance with medical privacy regulations, with school staff regarding health problems of students that may affect their learning and behavior in school
- Administers medication to students, with parental permission and a doctor's order for prescription medication; keeps medication permission forms on file
- Supplies and adequately maintains the school clinic; secures medications including controlled substances, as required
- Appropriately documents clinic services to students; enters health information in the Student Information System
- Assists sick or injured students and staff, performs routine and emergency first aid
- Calls parents of ill students; assists ill students as needed until parent arrives
- Manages outbreaks of infectious illnesses with input from physicians, the health department and district guidelines as appropriate; follows health department directives regarding management of such illnesses when applicable
- Refers additional health concerns as appropriate to the school counselor, child protective services, school administrator or health department officials. Provide information to physicians and/or psychologists as needed.
- May train/supervise unlicensed personnel to provide necessary health care
- Ensures compliance with all laws protecting the confidentiality of medical information and obtains written consent of parent/guardian to share information
- Serves as a member of the school crisis team
- Advises administrators on appropriate interventions to meet student needs