

**Job Title:** HEALTH SERVICES COORDINATOR  
**Reports to:** Chief Administrative Officer  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Exempt  
**Date Reviewed:** May 15, 2023

### **Primary Purpose**

Responsible for the administration, coordination, implementation and evaluation of the District's school health program.

## **QUALIFICATIONS**

### **Education/Certification**

Professional Registered Nurse License (RN) from the Texas Board of Nursing  
Master's Degree from an accredited school in nursing, health education, or health care administration (Preferred)  
Vision and Hearing Certification from the Texas Department of State Health Services (DSHS)  
Certification for Scoliosis Training (Preferred)  
Certification for Acanthosis Training (Preferred)  
BLS Healthcare Provider/AED/First Aid CPR Certification (Required)  
CPR Instructor Trainer (Preferred)

### **Special Knowledge/Skills**

Ability to organize, direct, coordinate and evaluate a 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  
Extensive knowledge of the Texas Department of State Health Services (DSHS) School Health reporting requirements  
Strong organizational, communication, mentoring, coaching and interpersonal skills

### **Experience**

Minimum of five (5) years school health, community health, pediatric/adolescent healthcare, or nursing administration  
Supervisory experience (Preferred)

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Health Services Management**

1. Determine the goals, objectives and priorities of the SFDRICISD Health Services Program in conjunction with nurses and other district 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; and evaluate and improve school health practices 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.
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.

### **Administration**

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. Follow district safety protocols and emergency procedures.

### **Personnel**

15. 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.
16. Prepare, review, and revise department job descriptions.
17. 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.
18. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.

### **Other**

19. Perform other duties assigned by supervisor.
20. Maintain confidentiality of information.

### **Supervisory Responsibilities**

21. Supervise, evaluate, and recommend the hiring and firing of school nurses and nurse aides at campuses throughout the district.

**TOOLS/EQUIPMENT USED**

Standard office equipment including computer and peripherals; may use standard medical clinical equipment including automated external defibrillator (AED)

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

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

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_