

**TITLE:** Coordinator, Health Services

- QUALIFICATIONS:**
1. Licensed registered nurse in the State of Florida.
  2. Master's Degree in nursing or related field.
  3. Minimum of five years nursing experience including school, community health and/or pediatric nursing.
  4. Minimum three years management or non-management clinical leadership experience.
  5. Demonstrated ability to work effectively with diverse groups of people.
  6. Demonstrated successful experience in public communication.
  7. Demonstrated oral and written communication skills.
  8. Experienced in industry-standard computer applications.
  9. The ability to work a flexible schedule at multiple work locations.
  10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director, Student Services and/or Designated Administrator

**JOB GOAL:** To coordinate, supervise, evaluate, promote and improve the School Health Services Program and to eliminate health barriers that interfere with learning.

**ESSENTIAL FUNCTIONS:**

1. Plans, implements and evaluates School Health Services Program consistent with State statutes and School Board policy.
2. Provides guidance, supervision and annual evaluations of school nurses.
3. Disseminates information to nurses, district personnel, parents and community representatives regarding health issues of school children.
4. Coordinates School Health Services activities with schools/departments in the school district and with agencies and professional associations in the community.
5. Coordinates external funding for School Health Service functions and personnel.
6. Coordinates orientation programs and in-service training for school nurses and clinic assistants.
7. Maintains manuals and guidelines describing School Health Services procedures for nurses, clinic assistants, principals and district personnel.
8. Prepares jointly local Health Department reports and program documentation required by the Florida State Department of Health.
9. From time to time, provides emergency medical treatment to students/employees as needed in the course and scope of employment.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENTS;**

This position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as establish by the Board.

**ASSESSMENT:**

Performance of this job will be assess annually in accordance with the provisions of the Board's policy on assessment of administrative personnel.

Adopted: 07-01-2002

Revised: 02-12-2008