

COORDINATOR, HEALTH SERVICES

GENERAL RESPONSIBILITIES

Plan, supervise and coordinate the overall health services program for students. Address the overall professional needs and concerns of the nursing staff and provide guidance as necessary and appropriate.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide orientation, supervision, and professional consultation for each school's health program.
- Develop protocols and guidelines for nursing procedures used in the schools.
- Act as budget manager for the health services/school nurses program: planning, estimating, writing and expending.
- Alert school and central office personnel about health regulations, trends, and problems.
- Assist in the screening, interviewing, and selection of school nurses and assistants
- Provide orientation and ongoing advisement for new school nurses.
- Plan in-service and professional development activities which will keep school nurses current in their specialty area and in problems and issues affecting health services.
- Coordinate the procurement, maintenance, and repair of materials, equipment, and supplies used in school clinics.
- Assist and advise school nurses in the implementation of screening programs.
- Make routine visits to school clinics for on-site observation and consultation with nurses and administrators; assess the functioning level of school clinics.
- Work with school nurses to address general and individual health service needs, concerns and problems.
- Coordinate health services for summer school programs.
- Interpret the school health program for school personnel, parents, professionals, and community agencies.
- Act as a liaison between public health and the schools in the areas of control of communicable diseases and public health regulations.
- Work closely with school staffs to meet the special, complicated, and particular medical needs of individual students.
- Update and revise the Health Services Manual; maintain the nursing procedures manual.
- Coordinate provision of CPR instruction, first aid classes, and any other instruction required for school nurses.
- Coordinate the scheduling of students needing physical examinations for child study and special education placement.
- Prepare state and locally required reports.
- Arrange the rotation of nursing students from local colleges and schools in school clinics.
- Coordinate and serve on the Virginia Beach School Health Advisory Board.

- Serve on boards and committees, within the school division and throughout the community and area, which are related to the health services program.
- Advise special education personnel regarding medically needy students.
- Participate in the Capital Improvement Program, planning for new school clinics and the remodeling of existing facilities.
- Provide on-going, annual training for school nurses regarding OSHA standards and exposure to bloodborne pathogens and other potentially infectious body materials.
- Work/participate actively with the school/community/city safety efforts and planning.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, standards, practices and techniques of professional and school nursing; comprehensive knowledge of the dangers inherent in and the precautions to be taken in the use of medications; thorough knowledge of the treatment, diagnostic, immunization and related medical services; ability to assign and supervise the work of professional personnel and to instruct them in practices and techniques; ability to accurately maintain student medical records and prepare reports; ability to establish and maintain effective relationships with associates, students, parents, physicians, subordinates and others contacted in the course of work; knowledge of all equipment used in the school clinics; superior written and oral communication skills, life saving skills, pharmacology knowledge; ability to conduct assessments in emergency and non-emergency situations, knowledge/use of universal procedures, supervisory and administrative ability.

EDUCATION AND EXPERIENCE

Bachelor's of science in nursing (BSN). Master's Degree preferred. Current Virginia licensure as a registered nurse. Preferred national school nurse certification. Current CPR certification. Extensive nursing experience in community, public health, pediatric, or schools settings.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 10/08
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