

**Job Title:** Coordinator – Health Services



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 6

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide vision and leadership in administering a safe, competent health services program through a coordinated effort among agencies and staff and to remove health-related barriers to learning for students so they may achieve maximum health and academic success.

## **ESSENTIAL JOB FUNCTIONS**

- Assigns work in terms of project objectives.
- Consults with schools on health-related issues.
- Provides information on essential supplies and materials needed by school health programs.
- Counsels with parents and school staff members about health-related issues.
- Reviews projects for quality and compliance with policies and procedures.
- Selects materials and equipment, for use in the school health program.
- Interviews new personnel for the health services program.
- Develops and monitors District contracts with health agencies, private care providers, and other organizations.
- Serves as liaison between District and Department of Education and Department of Health officials.
- Coordinates health service activities which include student participation with outside agencies.
- Maintains District access to Florida Shots database for investigating immunization compliance.
- Responds to inquiries or concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Attends seminars, workshops, and conferences designed to promote self-improvement.
- Encourages school nurses to attend continuing education programs designed to keep them abreast of current trends in health issues.

- Sponsors health workshops designed to assist all stakeholders in understanding the role of the department.
- Maintains a network of peer contacts through professional organizations.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Reviews projects for quality and compliance with policies and procedures.
- Monitors health services for program consistency with state statutes, Florida Administrative Codes, and District policies.
- Plans and develops health-related policies for the District as needed.
- Keeps appropriate personnel and the Superintendent apprised of departmental issues and concerns.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Plans, implements, and evaluates the District health services plan on an annual basis.
- Evaluates collaboratively, with the principal, the health services program at the school.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution.
- Possess a valid Florida License for Registered Nurse.
- Minimum of five (5) years of experience in school, community, or pediatric nursing and supervision/administration.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display professional knowledge of the theories, principles, practices, and techniques of nursing.
- Requires the ability to plan health services programs.
- Requires the ability to interpret medical terminology and health issues in educational setting and for Risk Management.
- Requires the ability to display good conferencing skills.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to oversee and manage more than two employees in the organization performing similar work.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.

- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**