Killeen Independent School District
Job Description

Job Title: Coordinator for Health Services
Reports To: Executive Director for Student Services
FLSA Status: Exempt

SUMMARY
Develops, implements, coordinates, and supervises the district's health services programs, while ensuring the programs support the philosophy and objectives established by Board policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Coordinates and cooperates with district-based health educational programs.

Serves as a resource and consultant regarding instructional health-related curriculum.

Promotes a district-wide comprehensive health services program.

Assists in planning and implementing district-wide staff development programs.

Plans and conducts meetings for health services staff for the purpose of program planning, updating, and training.

Initiates and supports health programs that benefit staff, students, parents and the community.

Develops and/or utilizes communication channels with staff, students, parents, and the community on the basis of equality and mutual respect.

Uses established criteria and job descriptions in recruiting, screening, selecting, assigning, and orientation of faculty and staff, when appropriate.

Defines job performance expectations of staff, evaluate, conduct conferences, and develop/facilitate training opportunities for professional growth of staff.

Exhibits high expectations and regard for staff and strive to maintain high staff morale including recognition for excellence and achievement.

Supervises district health services staff, providing assistance and direction to principals and administrators, as appropriate.

Develops and manages the health service budget based upon documented program needs.

Analyzes facilities, equipment and material needs for optimum teaching and learning; utilizes current information to recommend necessary changes or adjustments related to health Services an appropriate.

Reviews and evaluates health programs to determine compatibility with state mandates, laws and essential elements.

Supervises and coordinates the delivery of consistent health services throughout the district including problem-solving related issues.
Serves as on-site health supervisor in any district medical emergency.

Analyzes accident reports for hazards and recommend remedial action.

Compiles, maintains, and files all reports, records and other documents required for all areas of responsibility including responding to telephone calls and correspondence.

Compiles and files all state reports in a timely manner.

Attends meetings as requested by supervisor including planning meetings, departmental meeting,

Complies with all policies established by federal and state law, State Board of Education rules, local Board policy and state health department rules and regulations.

Conferences with parents to resolve conflicts related to Health Services.

Communicates and collaborates with outside community resources to meet student needs.

Maintains active involvement with parents and community groups such as the district PTA, Partners in Education, Health Services Advisory Committee, and other community agencies such as CEDEN family resource center, American Cancer Society, American Heart Association, American Lung Association, Lion's Club, Sertoma Club, etc.

Serves as an advocate/liaison and resource between Health Services and the medical community.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Assists principal in supervising and evaluating campus registered nurses. Carries out supervisory duties in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsibilities may include interviewing prospective nurses.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Bachelor’s degree required; master's degree, preferred; five years’ experience in school nursing.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Texas Registered Nurse license.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.
MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES
Ability to utilize computers, telephones, facsimile machines, copiers and health related equipment such as vision, hearing and oxygen equipment. Knowledgeable of school nursing health issues, requirements, and standards and of community resources. Skilled in emergency first aid.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds); occasional heavy lifting (45 pounds and more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students. Specific vision abilities required by this job include close vision, distance vision, and color vision. The employee must have the ability to maintain emotional control under stress; make professional health related decisions and judgments quickly.

WORK ENVIRONMENT
While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet/moderate. Frequent district-wide travel; biological exposure to blood borne pathogens and other communicable diseases; occasional prolonged and/or irregular hours.

Revised Date: October 30, 2018

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