

COORDINATOR OF HEALTH SERVICES  
(North Castle #1)

GENERAL STATEMENT OF DUTIES: Oversees health care for school district students (K-12) which includes providing health education, diagnostic procedures and preventative medicine; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in clinical collaboration with a physician, an incumbent of this class manages the Health Services Programs of the school district, providing health care to students. Services include health education, preventative medicine, communicable diseases, and diagnostic procedures. Incumbent assists in identifying professional development needs of the staff and presents and/or provides for in-service educational programs. Incumbent ensures compliance with federal, state and local regulations governing the provision of health care in a school district. Supervision is exercised over Registered Professional Nurses and Health Aides.

EXAMPLES OF WORK: (Illustrative Only)

Works with the School Nurses in the management of medically fragile students with conditions such as: Asthma, Diabetes Seizure disorders, etc. in conjunction with appropriate Physician;

Assist nurses in identifying health problems and developing Nursing Care Plans for medically fragile students;

Counsels parents and/or students concerning mental and physical health;

Provides medical advise and supervises in the evaluations for the selection/classification for competition by school physicals and interscholastic athletics physicals;

Assists in identifying the professional development needs of the staff; Trains or provides in-service programs and instruction to meet these needs.

Consults with physician in the management of Blood borne Pathogens Exposure incidents;

Manages the OSHA Hepatitis B Vaccine Program;

Develops and implements the K-12 Health Services budget;

Serves as a member of the Health Advisory Council and the Wellness Committee;

Reviews requests for adaptive physical education and recommends the course of action;

EXAMPLES OF WORK: (Illustrative Only)(Continued)

Assists in preparation of federal, state and local reports; assists in compliance with HIPPA regulations;

Serves as a resource to staff, students and families and develops appropriate programs to address the school community's need for information;

Reviews literature to identify the most current research findings appropriate for health issues;

Communicates relevant research findings to nursing staff;

Reviews and screens Committee on Special Education medical reports; Collaborates with the physicians regarding students with complex medical issues;

Uses computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current nursing principles, practices and techniques; thorough knowledge of the New York State Nurse Practice Act as it applies to Nurse Practitioners; good knowledge of medical principles and practices as these apply to their role in the school district; ability to share significant primary health care responsibilities with the physician; ability to establish and maintain cooperative working relationships; ability to exercise leadership; ability to plan and supervise work of professional, paraprofessional and clerical staff; ability to communicate effectively; ability to use computer applications software; skilled in diagnostic and treatment procedures; thoroughness, sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: **Possession of a valid license and current registration as a Registered Professional Nurse issued by the New York State Department of Education; and, possession of a valid license and current certification as a Nurse Practitioner issued by the New York State Department of Education.**

COORDINATOR OF HEALTH SERVICES  
(North Castle #1)

Page-3-

REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State.

SPECIAL REQUIREMENT: Prior to permanent appointment, possession of current certification in C.P.R/A.E.D and completion of NYS Child Abuse Training and Infection Control Training.

North Castle #1  
J. C.: Competitive  
1a

Job Class Code: S944