

3/17, 1/20, 12/21

TITLE: **Coordinator of School Health Services**
SUPERVISOR: Deputy Superintendent
SUPERVISES: All School Nurses

QUALIFICATIONS:

- Bachelor of Science Degree in Nursing required. Master's Degree in Nursing preferred;
- Preferred candidates will be a Nurse Practitioner.
- Successful experience in school nursing, mental health nursing, community health nursing or emergency nursing preferred;
- Certificates: Must hold, or be eligible for, an Idaho Pupil Personnel Services Credential endorsed for School Nurse, a current Idaho Registered Nurse License, and BLS for Healthcare Providers Certification. National School Nurse Certification (NCSN) is preferred.
- Knowledge of: care management systems; change management; clinical practice guidelines, standards of care, and best practices; consumer health care issues; cultural diversity; data management; emergency planning and response; environmental health principles; fiscal management and financial outcomes; health and public policy; health care economics; healthcare evaluation and outcome measures; information technology trends; laws, regulations, and ethics; management systems, processes, and analysis; management theory; marketing initiatives; nursing research and other scholarly activities; organizational behavior and development; patient and employee safety regulations; performance improvement; practice innovation; professional nursing practice; professional practice environment; standards of clinical nursing practice; systems of patient safety; and trends in business practices.
- Skills in: budgeting and monetary management; coaching and mentorship; conflict negotiations and resolution; conversation facilitation, including difficult conversations; correcting poor performance; customer service; empowerment; engaging and translating realities; evaluating care and employee performance; evidence-based and shared decision-making; goal setting; interpersonal, interdisciplinary, inter- and intra-organizational communication; measurement of patient needs, outcomes, nursing workload; mitigation of anxiety and hostile situations; networking; recognition and improvement of personal failings; self-management, observation, and analysis; social competence; strategies visioning and planning; teambuilding; and technical competence.
- Abilities to: flexibly adapt to situations, personalities, and tasks; appreciate balance between personal and professional life; be forward-looking and forward-thinking; be self-observant; commit to excellence; dedicate oneself to learning for self and others; demonstrate passion and commitment to professional life; exhibit tolerance for cultural diversity and individual work style; exhibit trustworthiness, honesty, integrity; inspire and motivate others; and integrate ethical principles within practice.

JOB GOAL:

The Director of School Health Services is a registered professional nurse or higher working district-wide to supervise, manage and direct the School Health Services Department to support student learning and academic success and assist schools to meet performance goals by improving student readiness and ability to learn, supporting the learning environment and assisting families and school communities to participate in students' learning through the delivery and management of a comprehensive school health services program.

PERFORMANCE RESPONSIBILITIES:

- Commitment to leading and managing the safe delivery of health services in publicly funded school settings.
- Represent the nursing profession and advocate for nursing and healthcare systems that provide excellence in care and improve health, student safety, and quality while using creativity, leadership skills and strategies to support others.
- Focus on students and their families, staff, schools and communities.
- Navigate issues at all levels of the District: consumers (students and their families, staff, programs, schools, communities), healthcare delivery, staff organization, District Policy, employee relations, resource acquisition and utilization, and staff development.

- Help define the values of the District; foster collaboration, communication and goal-setting, and strive for excellence among and across continuum of care and the within the populations served and affected by School Health Services.
- Interact with all facets of the school system in order to be effective.
- Direct and evaluate evidence-based, clinically competent, quality care utilizing current Standards of Practice, adhering to local, state, and federal laws, rules and regulations.
- Demonstrate essential knowledge, skills and attitudes in care coordination, leadership, quality improvement and community and public health to help students be healthy, safe and ready to learn.
- Provide leadership for school health services by assessing the effectiveness of the overall system of care and developing a plan for ensuring school nurses are equipped with the proper knowledge, skills and attitudes to meet the health needs of students including the development of plans for student health conditions, responding to emergencies and disasters and confidential communication and documentation of student health information.
- Select, support, evaluate and retain high quality School Health Services personnel.
- Provide constructive and professional feedback, coaching and mentoring to the School Health Services staff.
- Provide opportunities for professional growth and development and attainment of district and departmental goals for staff.
- Celebrate staff achievement.
- Plan, prepare and administer School Health Services budget according to school district guidelines.
- Allocate resources equitably.
- Develop and continually review the School Health Services budget and resources to support the strategic plan and priorities.
- Coordinate with Schools of Nursing to provide exemplary learning experiences for student nurses.
- Schedule screenings (may include vision, hearing, BMI, blood pressure, and others) and staff trainings.
- Plan, monitor and continually review school nurse schedules to best accommodate student needs, especially during staff absences.
- Monitor and respond appropriately to the overall health of the District-wide school environment regarding immunizations, communicable and infectious illnesses, and report communicable diseases as required by law.
- Collaborate with other District personnel to provide for the safety of the environment.
- Participate in the development of a plan for prevention and management of school violence, bullying, disasters, and terrorism events.
- Support school nurses to coordinate with school counselors in suicide prevention activities.
- Assist on health education curriculum development teams and may also provide programs for staff, families and the community. Health education topics may include nutrition, exercise, smoking/vaping prevention and cessation, oral health, prevention of sexually transmitted infections and other infectious diseases, substance use, misuse and abuse, immunizations, adolescent pregnancy prevention, parenting and others.
- Lead the local school health council working collaboratively with school district employees, community members, organizations and healthcare providers to make the community a healthy place for all children and families.
- Develop and evaluate school health policies and programs as a healthcare expert within the school system.
- Liaison between school personnel, family, healthcare professionals and the community. As the School Health Services expert, consult on 504 and IEP teams.
- When working as a school nurse,
 - Provide direct care to students with injuries, acute illness and long-term management of special healthcare needs.
 - Assessment and treatment within the scope of professional nursing practice, communication with parents, referral to physicians, and provision or supervision of prescribed nursing care including medication administration.
 - As a leader in school health, assess and identify individual student health problems that may create a barrier to educational progress and develop individualized health plans for the management of health problems in the school setting.
 - Develop, manage and communicate to all appropriate school personnel individualized health plans for students with chronic conditions and when appropriate emergency action plans to manage potential emergent events in the school setting.
 - Ensure that the student's individualized health plan is referenced in the section 504 plan or IEP when appropriate, and that both plans are developed and implemented with full team participation.
- Perform other tasks and assume other responsibilities that the supervisor(s) may assign.

- Work in a collegial, ethical and collaborative manner with all individuals in the school setting, understanding goals, standards and climate that are unique to the school setting.

ESSENTIAL FUNCTIONS – required with or without a reasonable accommodation:

- Effective Communication capabilities to discern verbal conversation
- Comprehend the meaning of words and respond effectively
- Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
- Manual dexterity to perform repetitive hand/wrist/arm motions, operate a computer and office equipment and to operate medical equipment and instruments
- Personal mobility, flexibility, and balance which permits the employee to work in a school environment, walking, sitting, standing, lifting or moving objects that weigh up to 40 lbs. occasionally including ability to travel throughout the District and on out-of-district school trips
- Job tasks require occasional stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping

TERMS OF EMPLOYMENT: Exempt Position working 210 days. This position is contracted on an Idaho State Approved Certified Personnel Contract.

SALARY: Determined by the Board

BENEFITS: Benefits as provided certificated staff

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel.