

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Medical/Health Student Services

#### QUALIFICATIONS

- Bachelor's Degree in Nursing required.
- State of Florida Advanced Registered Nurse Practitioner license preferred.
- National Certification in school nursing preferred.
- Five (5) years of pediatric or other related professional nursing experience to include experience in a coordinating or supervisory capacity.
- Experience with training related to individual student needs, such as performance responsibilities preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively in individual or group situations with students, parents and employees.
- Ability to read and interpret applicable laws, rules, policies and procedures.
- Ability to analyze, interpret and use data in decision making.
- Ability to train, coordinate and supervise health services staff.
- Ability to be flexible, handle a variety of tasks, and complete all deliverables in a timely manner.
- Ability to develop and maintain collaborative relationships with school personnel, students, parents, and community partners.
- Effective skills in oral and written communication.

#### SUPERVISION

**REPORTS TO** Executive Director, Exceptional Student Support Services  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***Responsible for the planning, intervention, assessment, evaluation, supervision, and management of the school health program and of all health services personnel.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Supervise and provide support to assigned health services personnel, conduct annual appraisals, and make recommendations for appropriate employment action.
2. \*Ensure daily coverage of the Licensed Practical Nurses through the monitoring of absences and assigning staff as needed.
3. \*Coordinate the District Health Services Program, in collaboration with the Department of Health, which includes serving as a member of the School Health Advisory Committee and participate in the development of the School Health Services Plan.
4. \*Serve as liaison between health care providers, community organizations, parents and students, and school personnel regarding health related issues.
5. \*Coordinate and provide staff development for health services personnel, to include scheduling in-service sessions to complete Continuing Education Units (CEUs).
6. \*Serve as a consultant to schools in the areas of maintenance of records, inputting health data, and health requirements for student enrollment, immunizations, and other health related activities.
7. \*Conduct site visits to monitor and evaluate standards established for health rooms and documentation.
8. \*Compile health information from schools, analyze results, and prepare necessary reports for state and local use on a monthly basis.
9. \*Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
10. \*Serve as a liaison between the Department of Health and the District regarding contagious diseases and epidemics.
11. \*Obtain and disseminate emerging medical issues and practices in school health.
12. \*Oversee the coordination of mandated health screening schedules.
13. \*Provide information and assist with training health services staff to promote and secure billing for Medicaid purposes.

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- 14. \*Assist with training and orienting new staff to policies and procedures of school health services.
  - 15. \*Facilitate meetings for School Board Nurses and Licensed Practical Nurses.
  - 16. \*Provide support for the continued implementation of our school health record documentation system which protects the level of confidentiality.
  - 17. \*Assist in the interpretation, implementation, and administration of applicable District, state and federal policies, laws, grants and regulations in regards to school health.
  - 18. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services or designee.
- \*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**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 constantly to move objects.

## PHYSICAL ACTIVITIES

- Sitting** Resting with the body supported by the buttocks or thighs.
- Standing** Assuming an upright position on the feet particularly for sustained periods of time.
- Walking** Moving about on foot to accomplish tasks, particularly for long distances.
- Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
- Bending** Lowering the body forward from the waist.
- Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
- Kneeling** Bending legs at knee to come to a rest on knee or knees.
- Reaching** Extending hand(s) and arm(s) in any direction.
- Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
- Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
- Lift** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
- Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.
- Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.
- Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

**PAY GRADE**  
AO-10-F \$63,067 - \$96,756  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**  
PeopleSoft Position TBD  
Personnel Category 05  
EEO-5 Line 03  
Function 6100  
Job Code 2104  
Survey Code 61308

**FLSA**  
 Applicable  
 Not applicable  
Previous Board Approval

**BOARD APPROVED**  
December 19, 2017

ADA Information Provided by Michelle Walsh  
Position Description Prepared by Michelle Walsh