

JOB DESCRIPTION Cumberland County School District

COORDINATED SCHOOL HEALTH / DIRECTOR OF HEALTH SERVICES

Purpose Statement

The job of the Coordinated School Health (CSH) / Director of Health Services was established for the purpose/s of developing and maintaining health prevention and education programs in a public school system. The Coordinated School Health (CSH) / Director of Health Services will perform a variety of duties including but not limited to assisting in the coordination and execution of services, health testing/screening, records inspection, limited support to Special Education, health related instruction of employees, policy/program development, comprehensive education for students and their families, and all applicable responsibilities as describe by Coordinated School Health referenced at tn.gov.

This job reports to the Director of Schools or designee.

Essential Functions

- Develops and coordinates the presentation of selected health training to system employees to include but not limited to: abuse reporting, CPR, health/nutrition awareness, blood borne pathogen prevention, first aid, drug awareness and medicine administration.
- Develops, presents and coordinates health training to select students or student groups to include but not limited to: infection control measures, blood borne pathogen, drug awareness, head lice prevention and treatment, nutrition, safety issues and sex education.
- Supports school system and administrators with the development of immunization management programs and coordination of record reviews and audits.
- Supports guidance personnel with health management for students as required/requested, which support the overall Health Services Program.
- Develops and coordinated training for special health needs students, when requested by the Supervisor of Special Education.
- Supports eye and hearing screening programs.
- Participates as a supporting member of multi-disciplinary team as required or requested by the Supervisor of Special Education.
- Supports responsible Supervisor with Homebound program management by providing medical expertise and interface with medical community.
- Communicates local/State/Federal requirements to Central Office Staff, Superintendent, Board, principals, and school staffs.
- Coordinated School Health (CSH) / Director of Health Services are responsible for Health Services Program budget preparation and its maintenance.
- Develops programs, supporting policy and procedures in areas of responsibility for Board approval.
- Supports school system with child abuse/neglect, health concerns such as obesity, diabetes, blood pressure, etc. identification and reporting procedures. Provides expertise to appropriate officials during investigation of suspected abuse.
- Responsible for the training and continuing in-service of principal designated personnel that support the medicine administration policy/program and Coordinated School Health (CSH) components as described at tn.gov.
- Responsible for work tasks, projects and scheduling of all Health Service personnel in support of the Board approved Health service programs.
- With Board approval, researches and applies for appropriate grants in support of new and continuing programs in areas of responsibility. Responsible for management of any approved grants received by the school system.
- Develops, coordinates and supervises a Student Nurse program with local nursing schools and/or school health teams and health council.
- Represents local education agency on health related boards and coalitions not limited to Tennessee Association of School Nurse Association, School Health Coalition, local truancy hearing, and Coordinated School Health.
- Interviews, hires, and supervises LPN staff and/or substitutes nurses.
- Will arrange coverage for staff daily.
- Assist with scheduling screenings for vision, Kidsight, hearing, BMI's in all elementary schools mandated by State Law. Assists in BMI's in Health Science classes in all high schools, assist with Well Child Exams, and any other assignments as designated by the Director of Schools.
- Complete carbohydrate counts on all school menus.
- Purchase and stock medical supplies for all schools.
- Participate in drug screening and reports to the Director of Schools per Board of Education policy and procedures.
- Monitor changes with State Laws involving students, health and wellness then educate nursing staff of the revisions.

- Arrange in-service education for Staff Development Days, trainings, etc.
- Assist with in-services of all Board of Education members regarding blood borne Pathogens and Epi-Pens.
- Responsible for ordering and replacing all outdated Epi-Pens.
- Assist with scheduling and teaching CPR to all staff. As well as monitoring CPR Instructor's Certification and License for all nurses.
- Interact with Lion's Club and all other screening organizations.
- Interact and assist in problem solving issues with disgruntled parents and/or staff members.
- Responsible for accomplishing assigned tasks/reports in compliance with local/state and Federal law and policy.
- Responsible in maintaining and overseeing the department budget.
- Participates and/or attends all applicable Health Fairs and Career Fairs within the school system.
- The Director of Health Services also serves as the Health Care provider for Phoenix Campus.
- Coordinated School Health (CSH) / Director of Health Services works under the direct supervision of the Superintendent relative to guidance and direction of the Board of Education in respective area of responsibility.
- May be tasked to support the Special Education department and other applicable departments upon the request of the Director of Schools.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, BMI, blood pressure, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws etc. as applicable to Coordinated School Health per TN.gov.

Guidelines

The guidelines for accomplishing the requirements of this position will be Board policy and programs, State and Federal laws, regulations and policy. Coordinated School Health (CSH) / Director of Health Services is also bound by professional ethics, licensing restrictions and the Nurse Practice Act. **This is a 220-day work year position with a minimal 200 days for Coordinated School Health.**

Complexity

This position is involved with the direct medical related support and assisting in the support coordination of health services, programs and education in a public school system. The Coordinated School Health (CSH) / Director of Health Services will be required to work with school staff, principals, assistant principals, Central Office Staff, service providers, Special Education services staff, Department of Education, area Nursing programs, other school system counterparts, students and parents. Also, responsible for policy development, budget preparation and monitoring to support approved programs. This position is assigned to the Central Office (Health Services) and will be an 11-month (220 day) employee with appropriate leave benefits.

Work Environment

The work is moderately sedentary, but driving, lifting, walking, bending, climbing are required. The position required a physical exam to meet health and physical requirements. The work is performed in classrooms, offices, service provider facilities, and possibly student's homes.

Experience

Minimum of 3 years experience as an RN with Public Health and/or Pediatric nursing experience desirable.
Minimum of 2 years experience as a supervisory RN

Education

Possess a Bachelor of Science in Nursing from National League of Nursing accredited School, with a valid Tennessee Registered Nursing (RN) license and/or Bachelor of Science in Education/Administration.

Requirement

This is a certified or non-certified position.

Continuing Edu. / Training

FLSA Status

Approved Date

Certificates & Licenses

Valid Tennessee Driver's License,
Certification to instruct CPR,
CPR certification and First Aid Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre employment Drug Screening

Salary Grade