

POSITION DESCRIPTION

Whiteriver Unified School District #20

TITLE: Health Office Coordinator

CONTRACT TERMS: 203 Contract Days

SALARY CLASSIFICATION: Professional Specialist Salary Schedule

GENERAL STATEMENT OF RESPONSIBILITIES: *To provide health-related assistance to students; to assist in creating a climate of health and well-being; to assure a caring and understanding environment for students and school staff.*

PRINCIPAL DUTIES:

OFFICE INTERACTION

- Ensures a physical environment at each school site is sanitary *and* meets the needs of students;
- Oversees at that all sites enter all data in students cumulative health records (paper chart and computer);
- Performs data entry and filing as required at District level; Provides oversight to healthcare budgets
- Maintains *copies* of site's emergency consents (district wide) so that they are readily accessible for review;
- Communicates professionally via phone and e-mail with staff, parents, health care professionals, and site CNA's;
- Maintains records of supply orders district wide and oversees maintenance of supply inventory for school site health offices and ensures compliance of classrooms requesting health supplies;
- Initiates and maintains *copies* immunizations records and *sends* deficiency notifications; Ensures compliance district wide with State laws; Completes annual state immunization report in a timely manner;
- Communicates serious injury, illness, and screening information *received* from school sites to parents; Submits annual state hearing report;
- Attends IEP meetings for Special Education students at each school site; completes monthly report for treatments and medications for covered students;
- Assists physicians, dentists, optometrists, public health nurses, John Hopkins staff and other health professionals offering services to students at the school; as needed;
- Notifies supervisor and proper authorities of special problems involving students; makes CPS, Apache Behavioral Health, and John Hopkins referrals when appropriate;
- Develops and maintains SDS notebook for chemicals used in health office and in the school;
- Communicates discreetly and maintains confidentiality requirements associated with HIPAA and FERPA;
- Ensures that Bloodborne Pathogens standards are followed by staff and students in Health Office;
- Encourages staff to follow Bloodborne Pathogens standards throughout the District and supplies classrooms with related materials to help them follow Bloodborne Pathogens Guidelines;
- Initiates annual Bloodborne Pathogens Training; grades and keeps records of posttests completed by staff; Issues certificates to staff after completion;

- Ensures that Exposure Control Manual is up to date and that OSHA requirements are being met by staff;
- Follows District policies and procedures for all health offices as well as all Federal and State laws;
- Member of the Emergency Response Team for the District Level at school sites as needed; Administers EpiPen per standard orders for anaphylactic shock; contact EMS as needed and stabilized involved individual until EMS arrives; checks AED monthly, Tracks supplies for used for emergency purposes;
- Develop and implement health education activities as requested by Principals or teachers; share developed education materials/lesson plans with CNAs staffing other health offices as requested (E.g. hand washing, lice control, dental care, personal hygiene, nutrition, growth and development, good touch/bad touch);
- Provide advice/direction to CNAs at school sites (CNAs are not to have independent clinical judgement but must rely on Health Office Coordinator for that judgement and may require advice if situation does not match protocols);
- Coordinates and provides PD and/or training opportunities for Health Offices district wide;
- Works independently with little supervision;
- Performs other related tasks as assigned.

STUDENT INTERACTION (WHEN SITE BASED)

- Administers basic first aid to students; appropriately document and communicate care;
- Assists students with signs of illness, following standing orders and procedures; and contacting supervisor if situation does not fit guidelines;
- Follows Physician Orders for individual students and standing orders applying to all students with signed consents; obtain and use Classroom Health Plans of Care for students with health problems and distribute these to applicable teachers;
- Assists with student physicals or health clinics;
- Conducts student screening annually as required; screening includes height, weight, BMI, vision, hearing, blood pressure, acanthosis with referrals to specialists as needed; notify teachers of results;
- Performs clean medical procedures, as needed; answers questions about such procedures from Health Aides/CNAs at school sites to insure safe practice;
- Assists with hygiene activities needed for students;
- Assists with health education activities;
- Transports children as required;
- Administers and documents medication administration for scheduled and as needed medications; monitor for and report untoward effects; student education related to medications; following all district and state procedures as trained;
- Communicates regularly with students to let them know that they can succeed and can follow health office rules and procedures; acts as a good listener, providing emotional support and encouragement
- Performs other related tasks as assigned.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

High School diploma or equivalent;
Associate's degree (64 credits) or Bachelor's degree in medical related field preferred;
Current First Aid and CPR certification required;
Licensed/certified as RN, LPN, or Med. Asst. w/patient care
Minimum 1 year experience in supervisory role;
Minimum 3 years' experience in Medical field with patient care included
Willing to join Arizona School Nurse Association (if not a current member)
Willing to work on certification as a School Nurse (if not certified)
Ability to communicate and work well children and staff;

PHYSICAL REQUIREMENTS:

May be required to assist students with restricted mobility.

COMMITMENT & DEPENDABILITY:

Willingness to be an integral member of a successful team;
Dedicated to provide the highest level of services;
Adherence to policies and procedures and all federal and state laws.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two to twelve weeks in advance.

STRESS MANAGEMENT: Low stress with time deadlines or meeting needs of exceptional students.

PUBLIC CONTACT: Interacts primarily with students.

RESPONSIBILITY: Must use own initiative and judgment; access sensitive and confidential records.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Principal; quality control