

Franklin County Community School Corporation

Job Title	Health Services Coordinator/School Nurse Supervisor			
Position Type	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input checked="" type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The Health Services Coordinator/School Nurse Supervisor supervises the administration of health services in the school setting.

Duties:

1. Supervises Non Certified Registered Nurses working in the school.
2. Supervises one-to-one nurses and other health care providers for students.
3. Supervises health aides, Clerical assistants, and Health Services volunteers (first line delegation by RN in the building assigned).
4. Develops and administers a coordinated school health program.
5. Collects and analyzes epidemiological and other school health information and makes recommendations based on statistical data.
6. Establishes an accident/injury prevention program to facilitate school safety.
7. Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
8. Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies.
9. Manages school health records and coordinates system for protection and efficient retrieval of health care information.
10. Established and manages health care screening programs according to state mandates and guidelines.
11. Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.
12. Develops the corporation school nurse schedule to best meet the needs of the student population of each school.
13. Participates as a member of the curriculum committee as a resource and specialist in health issues.
14. Provides staff in-service programs on health topics including blood borne pathogens and the exposure control plan.
15. Provides health related classroom instruction, when requested.
16. Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modification, providing follow-up and evaluation, and maintaining appropriate documentation.
17. Provides health information and counseling for students, parents, and staff.
18. Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
19. Supervises and/or provides screening and follow up for deficits in vision, hearing, and growth and development, and other physical deficits.
20. Maintains accurate medical records to assure compliance with state mandates including immunization, physical examinations, and medical conditions.
21. Participates as crisis team member and provides crisis intervention for students and staff I the advert of sudden illness or injury.

22. Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
23. Maintains a user friendly and organized health services facility conducive to confidential communication and services.
24. Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school.
25. Manages and makes recommendations for the health services annual budget and critical needs requests.
26. Maintains confidentiality regarding all school and health-related issues.
27. Initiates contract with an act as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community.
28. Maintains communication with administrators, teacher, other school personnel, and parent/guardians to enhance cooperative action, which will meet the health and safety needs of students.
29. Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs including 504's. Writes the health component of the Individual Education Plan as indicated.
30. Recommends modification of the school program for students who require accommodation due to a health deficit.
31. Develops and maintains current health care plans for students who need special nursing interventions during the school day.
32. Participates in professional school nursing and education organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields.
33. Participates as an active member of the school community, representing health/wellness.

Skills/Qualifications:

1. Baccalaureate Degree
2. Registered Nurse licensure in Indiana
3. Cardiopulmonary Resuscitation program completion (CPR)
4. Computer literacy and competency in use of existing technology
5. Prior professional nursing experience, preferably pediatric, adolescent, community or mental health nursing and health program management.

Evaluated by	Assistant Superintendent for Curriculum and Personnel
	The employee shall be evaluated annually.

