



JOB TITLE	DEPARTMENT	REPORTS TO
Health Services Coordinator for Students with Disabilities	Exceptional Student Education	Director of Student Services & ESE

Position No: 61331	Length of Work Year: 11 Months
Salary Schedule: V1X	Date Approved: 7/24/07
FSLA: Non-exempt	Date Revised: 7/18/16

JOB GOAL
To supervise and train School Board personnel in health care needs and/or procedures for students with disabilities. To handle all referrals for any students with disabilities with health concerns.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Currently licensed and registered by Florida State Board of Professional Nurses in accordance with Florida Statute 464. 2. Bachelors Degree. 3. Experience in one or more of the following is preferable: school nursing, pediatric nursing, or community health nursing. 4. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To supervise, train and mentor district ESE nurses and arrange for coverage for any absences. 2. To train and monitor Medicaid billing done by RN's and LPN's. 3. To train and monitor School Board staff in medical needs, procedures, and Health Care Plans for students in compliance with Florida State Statutes. 4. To assist in the identification of students with disabilities at risk for health problems through student record review, teacher referrals, screening reports, and communications with parent, teacher and health care providers. 5. To recommend appropriate school placement and school based medical services. 6. To assess health status of students with disabilities through student observation and conferences, analysis of health records and consultation with parents, school district personnel and medical providers. 7. To chair the Medically complex/Fragile Review Committee. 8. To maintain appropriate pertinent health information to provide for health care needs, case management follow-up and appropriate referral to health care providers for students with disabilities. 9. To assist students with disabilities in obtaining health care through parent consultation and referral procedures to medical providers. 10. To utilize appropriate in-house resources for modification or remediation of health conditions which adversely affect the student's ability to access or participate in the educational setting. 11. To cultivate and facilitate collaborative relationships between the School District and outside agencies. 12. To assist with the implementation of approved emergency care and evacuation procedures for medically fragile students with disabilities. 13. To serve as a resource person to assist students, parents and staff in acquiring health knowledge and in building sound health practices when appropriate. 14. To maintain a monthly report of activities.

15. To assist with School Health Plan and Report in regards to students with disabilities.
16. To coordinate health services for summer programs and for emergencies.
17. To complete and submit Medicaid forms for eligible students.
18. To perform assigned tasks in a timely and efficient manner.
19. To perform tasks with a high standard of quality.
20. To perform other duties deemed appropriate by the Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.