



JOB TITLE	DEPARTMENT	REPORTS TO
School Health Services Coordinator	Student Services	Director, Student Services & ESE

Position No: 61331	Length of Work Year: 11 Months
Salary Schedule: P04	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 7/24/07; 3/26/13; 7/18/16

JOB GOAL
To supervise and train health paraprofessionals in each school and handle school referrals concerning health problems.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Currently licensed and registered by Florida State Board of Professional Nurses in accordance with FS.464. 2. Bachelor's 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 assist in the identification of students at risk for health problems through student record review, teacher referrals, screening reports, and nurse, parent, and teacher communications. 2. To assess health status of students through student conferences and observation, analysis of health records, and consultation with parents and school personnel. 3. To maintain pertinent health information when appropriate to provide for student health needs. 4. To assist students in obtaining needed health care through parent consultation and referral procedures to medical providers. 5. To utilize appropriate resources for modification or remediation of health conditions which adversely affect the student's wellness level. 6. To monitor health care needs and procedures and work with other health agencies for the provision of services for student health care. 7. To maintain pertinent student health information to provide for appropriate case follow-up and an appropriate referral for their health provider agencies. 8. To assist schools in meeting immunization requirements according to Florida law. 9. To train, consult with and assist in supervision of health paraprofessionals in schools. 10. To facilitate communication between parents, school personnel and medical agencies on student health matters. 11. To assist with implementation of approved emergency care procedures for student injuries and sudden illnesses. 12. To serve as a resource person to assist students acquiring health knowledge and building sound health practices when appropriate. 13. To maintain a monthly report of activities. 14. To perform assigned tasks in a timely and efficient manner. 15. To perform assigned tasks with a high standard of quality. 16. Provide annual review and update of School Health Procedures Manual and disseminate to appropriate staff. 17. To collaborate with the county Health Department in preparation of annual School Health

Services Plan and Report.

18. To act as liaison between the School District and the county Health Department to coordinate school health services including communicable disease surveillance.
19. To ensure all State mandated health screenings are completed district-wide including vision, hearing, growth and development, and scoliosis.
20. To assist and coordinate the maintenance of Automated External Defibrillator (AED) units at all sites and coordinate district Cardio Pulmonary Resuscitation (CPR) and AED training annually.
21. To coordinate school health services for charter schools who contract with the district for such services.
22. To complete and submit Medicaid forms for eligible students.
23. 23. To perform other duties deemed appropriate by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.