

The following information was assembled by the Kentucky Department of Education (KDE) as a sample job description for a District Health Coordinator (DHC). In 702 KAR 1:160, this role is referenced as a “school health coordinator.” The term district health coordinator is used in this document to support clarity and consistency in describing district-level responsibilities. This information is intended to provide guidance and considerations for districts and should be adapted to reflect local needs, staffing structure and district policies. This information was created in accordance with the statutes, regulations and guidelines in effect at the time of publication; districts are encouraged to use this information as a guide for creating a DHC position or reviewing the position description for an existing DHC position. Districts are encouraged to ensure alignment with district policies, procedures and best practices. Additionally, districts are encouraged to consider any statutes, regulations or rules/guidance issued since the publication of this document.

Position Summary

The DHC provides district-level leadership, coordination and oversight of school health services to support student health, safety, access to learning and overall educational success. The DHC collaborates with district leadership, school health personnel and community partners to ensure the consistent, safe and effective delivery of school health services across the district.

In accordance with 702 KAR 1:160, each local school district designates a DHC who meets one of the qualification pathways outlined in regulation. The DHC supports district compliance with applicable Kentucky statutes, administrative regulations, local board policies and guidance from the KDE and the Kentucky Department for Public Health (KDPH).

The DHC serves as the primary liaison between the district, school health staff, KDE, local health departments, healthcare providers and community partners. This role supports policy implementation, professional development, technical assistance, emergency preparedness, data-informed decision-making and continuous improvement of school health services.

District Implementation Notes

This sample job description is intended to serve as model guidance for local school districts. Districts may adapt this description based on local staffing models, student health needs and district policies, provided school health services are delivered in compliance with applicable Kentucky statutes, administrative regulations (including 702 KAR 1:160) and professional standards.

In accordance with 702 KAR 1:160, each local school district shall designate a district health coordinator who meets one of the qualification pathways specified in regulation. This requirement is not altered by local staffing structures or funding mechanisms.

Specific duties and responsibilities may vary based on licensure pathway, delegation arrangements, district implementation and whether the DHC role is combined with other professional responsibilities, such as school nursing or student support services as permitted by law and district policy.

Essential Duties and Responsibilities

District Program Coordination and Oversight

1. Coordinate district-wide school health services to support consistent implementation of applicable statutes, administrative regulations, district policies and KDE guidance.
2. Support alignment of school health practices across schools, including documentation processes, protocols and procedures.
3. Assist district leadership in monitoring the effectiveness of school health services and identifying areas for improvement.

Compliance and Regulatory Support

1. Support district procedures related to emergency health care, including illness, injury and emergency medication administration, in alignment with applicable laws and professional standards.
2. Assist with the implementation of requirements related to medication administration, delegation, staff training and documentation in accordance with applicable laws and professional standards.
3. Support district procedures related to emergency health care, including illness, injury, and emergency medication administration.

Training, Technical Assistance and School Support

1. Support coordination of training and technical assistance for school health staff and designated personnel as required by law or district policy.
2. Assist in dissemination and implementation of KDE School Health Guidance, tools and resources.
3. Serve as a district-level resource for school health policies, procedures and regulatory requirements.

Emergency Preparedness and Student Safety

1. Support district efforts related to health-related emergency preparedness and response, including coordination of required emergency health protocols, procedures and simulations.

2. Assist with coordination and oversight of district automated external defibrillator (AED) requirements in accordance with applicable statute and administrative regulations.
3. Support collaboration with local emergency responders, health departments and community partners related to student health and safety.
4. Support district compliance with required health-related emergency preparedness activities, including planning, implementation, documentation and reporting of required drills and emergency response plans in coordination with local emergency responders as applicable.

Data Use, Documentation and Continuous Improvement

1. Assist with collection, review and appropriate use of school health data to support district planning, monitoring and continuous improvement.
2. Support accurate and timely documentation of school health services in accordance with applicable laws, confidentiality requirements and district procedures.
3. Use data in feedback to help identify trends, gaps and opportunities related to student health services.
4. Utilize school health data to inform school health planning and services.
5. Support completion, submission and verification of required state school health reports, including those related to emergency preparedness, AED programs, health screenings and other mandated reporting requirements.

Collaboration and Communication

1. Serve as a liaison between the district, school health staff, KDE, local health departments, healthcare providers, families and community partners.
2. Support coordination of services when districts contract with external medical or health service providers.
3. Facilitate communication related to school health services amongst district leadership, school staff and external partners as appropriate.

Qualifications

Required Qualifications

In accordance with 702 KAR 1:160, each local school district shall designate a District Health Coordinator (DHC) who meets one of the following qualification pathways:

Option 1: Registered Nurse (RN)

- Current, active Kentucky licensure as a registered nurse.
- A minimum of three years of nursing experience.

Option 2: School Psychologist

- A school psychologist certificate, issued by the Education Professional Standards Board (EPSB).
- Minimum of three years of related work experience in a school setting.

Option 3: School Social Worker

- A school social worker certificate issued by the EPSB.
- Minimum of three years of work experience practicing social work in a school setting.

Preferred Qualifications

KDE recommends districts consider the following when selecting a candidate:

- Experience providing, coordinating or overseeing nursing services, school health services or related health services relevant to the school setting.
- Experience in pediatrics, community health, public health or population-based services (as applicable to the qualification pathway).
- Experience working within a public school system or in collaboration with school districts.
- Knowledge of Kentucky school health statutes, administrative regulations KBE and KDPH guidance.
Experience supporting compliance, training, policy implementation for coordination of health services at the school or district level.

Competencies and Skillset

The district health coordinator should demonstrate the following competencies and skills applicable to the role and qualification pathway:

- Ability to apply professional judgment to support district level coordination and oversight of school health services.
- Knowledge of Kentucky school health statutes, administrative regulations (702 KAR 1:160), KDE Guidance, applicable public health requirements and the Kentucky Board of Nursing (KBN) standards of practice.
- Ability to interpret and support implementation of school health policies, procedures and guidance across multiple schools or programs.
- Ability to collaborate effectively with district leadership, school administrators, school health staff, educators, families, local health departments and community partners.

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- Strong communication and interpersonal skills, including the ability to provide guidance, technical assistance and consultation related to school health services.
- Ability to support training, delegation and documentation practices consistent with applicable laws professional standards and district policies (as applicable to licensure pathway).
- Ability to support health-related emergency preparedness, response planning and coordination activities in collaboration with district leadership and local partners.
- Ability to use and support school health data, documentation systems and required reporting processes to leverage planning, monitoring and continuous improvement within the school district.
- Strong organizational and problem-solving skills, including the ability to prioritize responsibilities across multiple roles or functional areas.
- Ability to maintain confidentiality and handle sensitive student health information in accordance with the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and school district procedures.
- Cultural awareness and sensitivity when working with diversity of populations, families and communities.
- Ability to remain informed of best practices and apply them as appropriate within the scope of the role.

Working Conditions

- Work is primarily performed within a public school district environment and may include district offices, school buildings and community or partner locations as required.
- This position may require travel between schools or district sites depending on district size and staffing models.
- Work is typically performed during the school year and school day with occasional hours for meetings, training, emergency response coordination, and/or required reporting.
- The role involves frequent interaction with district leadership, school administrators, school health personnel, educators, families, local health departments and community partners.
- This position may involve frequent interruptions, competing priorities and time-sensitive responsibilities, particularly during health-related incidences or emergencies.
- Depending on district staffing models, the district health coordinator role may be combined with other professional duties such as school nursing or student support services as permitted by law and district policy.
- Working conditions may vary based on district size, geographic location, staffing structures and student health needs.

Physical Requirements

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- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to engage in activities common to a school or office environment, which may include sitting, standing, walking, bending, reaching and use of standard office and technology equipment.
- Ability to use technology, data systems and documentation tools utilized by the district to support school health services and required reporting.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.