

SAMPLE DISTRICT HEALTH COORDINATOR JOB DESCRIPTION (NOT REQUIRED BY KDE)**Goals**

Ensures the delivery of all school health programs and services required in statute and regulation to provide high quality school health services to all students so that students may be in regular attendance and educational achievement. Participates in the Kentucky (KY) School Health and Physical Education (SHAPE) Network to help provide a comprehensive approach to promote healthy schools: nutrition policies, physical education/activity policies and staff wellness.

Roles and Responsibilities

1. Evaluates programs and services within the school district, for the provision of comprehensive health services to students, in accordance with the KYSHAPE model.
2. Reviews and evaluates school district policies and procedures using the Wellness School Assessment Tool (WellSAT) and updates policies and procedures based on laws, regulations and best practices in student health identified by the WellSAT.
3. Collaborates with community stakeholders in the provision of school health resources to students; including the monitoring of health services contracts with outside agencies, such as public health. Works in cooperation with all school personnel, the local board of education, the Kentucky Department of Education, the local health department, Family Resource and Youth Services Centers and parents, in planning, promoting and implementing school health policies and programs that align with Kentucky statutes and administrative regulations.
4. Serves on or chairs the school district Wellness committee and facilitates collaboration among school health program personnel and other school staff in the development of a school culture that supports health, well-being and educational achievement.
5. Assists the superintendent, school principals and other school staff to establish links between student achievement and health.
6. Provides for technical assistance and professional development opportunities for school district personnel that support the school district's health programs and address emergencies, including training and procedures in First Aid and CPR for school and district personnel, use and placement of AEDs, First Aid supplies and Epi Pen auto injectors.

The District Health Coordinator should:

1. Establish and coordinate school health screening programs for students and school staff in cooperation with school district and community leaders.
2. Establish and coordinate a school health referral protocol for students and school staff who are in need of medical, dental or mental health services.
3. Evaluate all supportive educational services within the district's school health programs by establishing a reporting system to

- a. identify hazards
 - b. track and monitor injuries
 - c. identify the number of students with chronic health conditions and the services and appropriate personnel required to provide health services in the school setting,
 - d. identify the number of absences related to chronic health conditions
4. Ensure implementation of all school policies and procedures on school health services and wellness policies in the school.
 5. Ensure implementation of Individual Health Plans (IHP), Emergency Action Plans (EAP) and 504 Plans for students with health conditions.

Knowledge and Abilities:

Should be competent and properly prepared professionally to coordinate school health programs and policies using knowledge of:

- Kentucky laws and regulations related to the school health programs
- FERPA and HIPPA requirements as applied in the school setting
- Oral and written communication skills necessary for communication to school district personnel, parents, community health personnel and the media.
- Universal safety precautions required by the Occupational Safety and Health Administration (OSHA) guidelines.

With the ability to:

- Mobilize local resources for school health services, including by not limited to: the local health department, school nurses and other school health staff and community professionals in the health services field.
- Supervise and manage the entry of student health data in the KSIS.
- Verify that data is entered within required timelines and review district reports prior to KDE data pull for the KDE web page.
- Present monthly reports regarding use of school health rooms and student data relevant to attendance and achievement to the local Board of Education.
- Work independently with little direction.
- Provide guidance in interpretation and implementation of health and safety related regulations and best practices per state and federal laws and the Kentucky Board of Education.

Education and Experience:

A minimum of a current KY nursing license with a minimum of three years of school nursing experience; a Bachelor's degree in Psychology, or Social Work with minimum of 3 years' experience in a district or school leadership position is required.

A minimum of a Bachelor's Degree in Nursing is preferred.

Experience with the Kentucky Student Information System (KSIS) student health tools and data standards is preferred.