

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: School Health Coordinator
Job Class Code: 0130
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Evaluate services in the school health program to plan for more comprehensive services for the child, family, and staff as necessary; assist in the formulation of the District's wellness and health program. Components to include: Nutrition Services, Health Services, Health and Safe School Environment, Counseling and Mental Health Services, Staff Wellness Promotion, Parent and Community Involvement, Physical Education, and Health Education.
- Create systems and processes to track the schools' progress in attaining a culture of wellness utilizing quantifiable and data-driven rubrics, including but not limited to, methods of evaluation that assess the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs. Coordinate with other professionals and citizens groups in researching, planning and implementing the District's wellness and health program.
- Coordinate activities of service providers with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Maintain and implement the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
- Coordinate through service providers the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
- Participate as a team member for in-service education in schools, Pupil Personnel Services, the Health Department and other service providers; organize and assist in the health education of students, parents, teachers and staff.
- Collaborate with the Child Nutrition Team to provide wellness education opportunities in and out of the kitchen, as well as resources to help students, families and staff incorporate these lessons into their daily lives.
- Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record keeping systems.
- Provide opportunities for staff, students, and families, both inside and outside of school, to learn about wellness and to practice a healthy lifestyle.
- Employ strategies to encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; develop and manage a process to notify parents and pupils for needed immunizations and tests as required.
- Delegate in collaboration with health service providers, observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.
- Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or

recommend health education resources for classroom use.

- Participate in formulating policies for the care of pupils who become ill or injured school; arrange for the instruction of school personnel to give emergency care.
- Supervise the reporting of any known or suspected communicable disease cases to the local health department.
- Perform other duties as assigned.
- Maintain regular attendance and appropriate appearance.

MINIMUM QUALIFICATIONS

Bachelor's Degree (required), Master's Degree (preferred) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience.

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

