

Anoka Hennepin Independent School District #11
Job Description

Title: Health Services Coordinator
Department: Special Education
Reports To: Director of Special Education
Prepared Date: July 2010

SUMMARY OF RESPONSIBILITIES

Direct the development, coordination, and implementation of the health services programs for public, home school, and non-public sites.

DUTIES AND RESPONSIBILITIES

- Provide for staff development of the health services staff, third party billing nurse, and special education evaluation nurses.
- Assist with development of electronic health record.
- Assist with development of student plans program with regards to health fields.
- Monitor the budget and propose resolution of budgetary concerns in the health service budget.
- Develop policies, procedures, and processes to care for and evaluate care of students.
- Ensure compliance with all relevant laws and rules dealing with health services in schools.
- Consultant for medical conditions in Adventures Plus programming.
- Consultant on student 504 process when a medical condition is involved.
- Develop and direct health service programs, policies and procedures, consistent with school district's policy, and state and federal law and rules.
- Accountable for the overall effectiveness of the health service program and services.
- Prepare and present reports to the School Board, Superintendent, Health Wellness and Safety Committee, Special Education administration, and others concerning the health trends, strengths, needs and proposed changes within the health services program.
- Resolve conflicts and disputes by directing the investigation of complaints or allegations dealing with health services care delivery.
- Participate in legislation and rule making at the state level to ensure that the district has representation regarding the impact of proposed health rules in the school setting.
- Develop standards of school nursing practice through professional organizations.
- Work collaboratively with private and public agencies to assure appropriate community services, to prevent duplication of services between agencies, and to facilitate successful medical intervention for children and families.
- Collaborate with post secondary education institutions to provide clinical experience for nursing students.
- Determine appropriate staffing allocation, in compliance with budget, current law or rule and make annual health services staffing recommendations to the Director of Special Education.
- Daily monitor and direct staffing needs to ensure safe care of all students.

- Collaborate with building Principals, Program Supervisors and Special Education Consultants in selection and evaluation of Health Services staff.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises itinerant Health Paraeducators. Indirectly supervises health services staff (LSNs, Health Paraeducators, RNs) through training and staff development.

EDUCATION and/or EXPERIENCE

Requires Masters degree in Nursing. Minimum of three years experience in pre-K through 12 setting as a Licensed School Nurse and coordination of health care programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current MN Licensed Registered Nurse; current MN LSN License; Public Health Nurse Certificate from MN Board of Nursing; National Certification as a School Nurse.

Requires current CPR.AED certification.