

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Student Health Services Coordinator

DEPARTMENT: High School

REPORTS TO: Director

CREATION DATE: 9/3/2015

REQUIREMENTS: Hold a valid PA certificate as a School Nurse

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, problem solve, and the ability to have an awareness and attentiveness to individual differences.

PERFORMANCE RESPONSIBILITIES:

1. Monitor the school's nursing services, make recommendations for change and improvement, and seek innovative methods to reduce the number of health problems demonstrated by students and staff.
2. Identify nursing staff in-service needs and plans or delegates responsibility for structuring appropriate in-service programs to meet these needs.
3. Assist in the recruitment and interviewing of nursing, medical and health staff.
4. Participate in the orientation of new school nurse assistants.
5. Review reports of student accidents and incidents, including exposure to blood borne pathogens.
6. Serve as liaison between nurses, school administrators, school physicians, and health, welfare, and community agencies.
7. Confer with other school districts' certified school nurses on specific health problems, which may arise in the technical school's setting.
8. Provide leadership and consultation to the human resources coordinator and the safety committee with regard to staff health and wellness activities.
9. Recommend policies and procedures that promote a healthy and supportive school environment.
10. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
11. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Adhere to Pennsylvania School Code, State Board of Education rules and regulations, Board of Education and Board of Health policies and regulations, school regulations and procedures, and contractual obligations.

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Director, or Principal should the need arise.

BARGAINING UNIT CLASSIFICATION: Administration

TERMS OF EMPLOYMENT: Part-time

I have reviewed the above job description and analysis and understand the requirements of the position

(Initials)

Employee

Date