



Job Title: Nurse Coordinator – GISD Enrollment Center Clinic*

Exemption Status/Test: Professional

Reports to: Executive Director of Student Services

Date Revised: December 14, 2015

Dept. /School: Student Services- GISD Enrollment Center Clinic

Primary Purpose:

Responsible in assisting with planning and implementation of district health services program to best meet the needs of the student population enrolling in the district. Coordinate outreach programs that benefits students and families facilitating maximum health, thereby enabling the student to take full advantage of educational opportunities.

Qualifications:

Education/Certification:

Valid registered nurse (RN) or advances practice RN license from the Texas Board of Nursing.

Experience:

Two (2) years' experience in school health, community health, pediatric/adolescent healthcare, or nursing administration

Three (3) years' supervisory experience

Special Knowledge/Skills:

Ability to organize, direct, coordinate, and evaluate health services delivery system

Ability to implement policies and procedures

Ability to manage budget and personnel

Knowledge of school health and nursing administration

Knowledge of community medical and healthcare services

Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Program Management

1. Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district.
2. Identify, analyze, and apply current nursing and medical research finding to plan and provide health care delivery for all students. Evaluate and improve school health practices and make changes based on findings.
3. Develop programs and recommend policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff and the community.
4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district.

5. Ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
6. Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services. Represent the district in collaborative community programs related to student health.
7. Serve as permanent member of district's school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
8. Coordinate department and district staff development, orientation, training, and certification as related to health needs of students.

Administration

9. Develop and administer health services budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
10. Ensure that clinic has needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed.
11. Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students that enrolled through enrollment center.
12. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy.

Personnel

13. Work cooperatively with principals, counselors, health service director and school nurses to facilitate services to students and families.
14. Prepare, review, and revise department job descriptions.
15. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants and new staff.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of clinic staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use standard medical clinic equipment including automated external defibrillator (AED)

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.