

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/2020 Effective Date	COORDINATOR. HEALTH SERVICES MANAGEMENT Job Title	3.5.4 Index
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Primary Function:

Improve student achievement by providing district medical guidance to ensure the provision of safe and competent care to promote a high-quality learning environment for students in the school setting.

Summary of Position:

Health Services Management Coordinator will provide leadership to oversee all district health policies and programs, coordinate development of plans, perform emergency management training, triage guidance and act as the liaison to the Oregon Health Authority and our partnering County Health Departments for communicable disease and pandemic illness. Serves as the lead for the District Health Authority (DHA).

Supervision Received and Exercised:

Receives supervision from the Student Services Director or designee and may receive guidance from higher level positions. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations of the district, the local health authority, Oregon Health Authority, and Nurse Licensure Standards. Work is reviewed to assure compliance to standards and measured results. This role is both advisory and directive to other departments.

Essential Functions: May include, but are not limited to, the following:

1. Collaborates with district leadership and stakeholders to develop prevention orientated health services, policies, protocols, and procedures.
2. Leads the District Health Authority and serves as liaison to the District Operations Team and the Emergency Operations Center.
3. Supervises the selection, hiring, and training of Health Nurse positions and evaluates their performance.
4. Develops and implements health protocols and policies and standardized operational plans using state, regional and national best practices or guidance.
5. Maintains and updates all resource materials associated with preparedness plans for distribution to internal and external stakeholders.
6. Designs and creates health protocol guidance or training courses, materials, and plans to train district administrators, site leaders, staff, support personnel, and students.
7. Assists the Chief Operations Officer and Director of Safety and Risk Management Services in developing district-wide triage responses for health-related emergencies. Serves as a member of the Emergency Operations Center.
8. Assists in the planning, proper execution, reporting and assessment (after-action report) of health-related functional outcomes.

9. Identifies necessary equipment for responding to health-related incidences, including communicable disease and pandemics. Determines equipment placement, inventory, maintenance, and testing. Provides instruction on equipment maintenance and use.
10. Collaborates with and serves as the primary liaison with other health management personnel, local, state and federal officials or agencies, schools and hospitals in order to facilitate plan development and response effort coordination.
11. Conducts research and monitors activities or changes that could affect the likelihood of a health concern, as well as those that could affect response efforts.
12. Monitors state and local regulations affecting health related plan development.
13. Attends training to obtain and maintain job-specific certification or licensure.
14. Ensures electronic (Synergy/SHPN) health records are established to maintain students' health information and confidentiality.
15. Proposes alteration, augmentation, and improvement of health-related training procedures based on regulatory changes, technological changes, and knowledge gained from outcomes of previous situations while working within nurse scope of practice.
16. Works in collaboration with the school health nurse team and school health nurse PA to ensure compliance requirements are met.

Additional Functions:

Performs other duties as assigned.

Minimum Qualifications:

Master's degree or equivalent training in educational and/or health administration. Three years of administrative experience in educational and/or health administration. Experience as a special education and/or health services administrator.

Licensure:

- a) Current license in the State of Oregon as a Registered Nurse
- b) Bachelor's degree
- c) Current Oregon driver's license and ability to provide reliable transportation for own use
- d) Current CPR/AED for health care provider certification

Work Environment:

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including occasional visits to schools.

Physical Requirements:

Sustained sitting or standing depending on assignment. Hearing and speaking to exchange information; seeing to perform assigned duties; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve materials and files, and lifting light to moderately heavy objects. Strength: Sedentary/Medium-Exert force from 10-50 lbs. consistently or a negligible amount of force frequently to lift, carry, push or pull or move objects.

Intermittent bending, twisting, squatting, kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and

emotionally fatiguing. Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Term of Employment: 12 months.

Salary Level: Placement on the current Salem-Keizer Public Schools supervisor salary schedule.

Evaluation: Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

Salem-Keizer School District is an equal opportunity employer.