

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Student Health Services Coordinator  
(ESSER 3.0 Funded)      **Department:** Safety & Health Department

**Grade**      L  
**H.P.D.**      8  
**D.P.Y.**      210

**Job Description**

**Date Reviewed:** July 2022

**Reports To:** Safety and Health Director  
& Student Health Services  
Supervisor

**Purpose of Job**

The purpose of this job is to improve student outcomes by managing school health services in collaboration with the Student Health Services Supervisor, Safety and Health Director, School Administrators and other CMCSS leadership. They will assist the Student Health Services Supervisor in recruiting and maintaining a high quality nursing staff and substitute nursing pool, providing policies and procedures that promote student health and safety, and providing necessary education to the nursing staff and other district employees. The Student Health Services Coordinator will step in during the absence of the Student Health Services Supervisor, as secondary support.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**COORDINATION AND TRAINING**

Assist Student Health Services Supervisor with nursing annual trainings as requested.

Assist school coaches with emergency response plans and drills.

Conduct trainings for volunteer school staff in medication administration, emergency medication administration, diabetes, seizures/Diastat and adrenal insufficiency as requested.

Educate and assist nursing staff in planning Medical Emergency Response Teams and drills.

Serves as a preceptor for new nursing personnel.

Assists licensed practical nurses as needed.

Provides training and guidance to school nurses based on health related issues.

Provides training to school staff on medically relevant topics.

Assists Student Health Services Supervisor in coordination of development to provide CPR/First Aid training to unlicensed staff members.

Assists Student Health Services Supervisor Provides BLS CPR training to nurses that are employed at schools as well as substitute nurses and OnSite Clinic medical providers and nurses, as needed.

Assists Student Health Services Supervisor to provide orientation for new nursing personnel.

Assists Student Health Services Supervisor to provide training and guidance to school nurses based on health related issues.

Assists Student Health Services Supervisor in Training unlicensed personnel, including transportation, to assist in the self-administration of medication. Provides emergency training in Diabetes/Glucagon administration, Severe Allergies / Epinephrine Administration, Seizure/ Diastat administration, and Adrenal Insufficiency / Solumedrol administration according to Tennessee state law.

### **INSPECTION AND INVESTIGATION**

Assists Student Health Services Supervisor in Review and investigates all medication incident reports. Provides remediation or corrective action as indicated.

Assists Student Health Services Supervisor in completing all clinic audits in a timely fashion and follows up on any deficiencies.

Assists Student Health Services Supervisor in Investigating all parent/guardian complaints related to health / nursing concerns and provides appropriate remediation or corrective action as indicated.

Assist Student Health Services Supervisor in updating all departmental forms as necessary.

### **CLAIMS ADMINISTRATION AND DATA COLLECTION**

Assists Student Health Services Supervisor with Medical Emergency Response Teams and their compliance.

Assists Student Health Services Supervisor in collecting immunization information and completes Annual Kindergarten Compliance Assessment

Assists Student Health Services Supervisor, Collects school clinic data and completes annual Health Services Survey

### **COORDINATION OF INDIVIDUAL HEALTH PLANS**

Work with school nurses, students and families to ensure IHPs meet the needs of students with

chronic medical conditions.

Organize meetings with parents, school administration, faculty and school nurses for students with severe chronic medical conditions to ensure all health needs are addressed.

Develop IHPs for CMCSS students with chronic medical conditions according to the TN Department of Educations, Coordinated School Health Guidelines.

Function in accordance within the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.

Provide preventative health information to school nurses, school staff, students and families.

Provide nursing assessments and nursing diagnoses and develops Individual Health Plans for students with chronic medical conditions.

Implement interventions within the IHP directly, through delegation, or through the provision of oversight, and coordination to other responsible staff based on consideration of health, safety and welfare of the student.

Coordinate in-school health care with the student's health care providers.

Maintain health records and data according to District policy

Assist with the preparation of health reports for Board of Education and Tennessee Department of Education as requested

#### **OTHER ESSENTIAL CLINIC DUTIES**

Serves as a resource to school nurses in regards to policy and procedures.

Assists in clinics as needed.

#### **Additional Job Functions**

Performs other duties as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Licensed as a Registered Nurse. Bachelor's degree preferred. Combination of training and experience equivalent to or superior to the foregoing requirements. American Heart Association BLS CPR/ First Aid Certified. CPR Instructor status preferred. Tennessee Driver's License

#### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the Individual Health Plan Coordinator/Registered Nurse. Has thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in

policy, methods, computer operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Individual Health Plan Coordinator/Registered Nurse. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Individual Health Plan Coordinator/Registered Nurse.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment,

control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**