

# Oswego Community Unit School District 308

## Job Description Form

<b>Job Title:</b>	<b>Coordinator of Health Services</b>	
<b>Division/Department:</b>	<b>Health Services</b>	
<b>Location:</b>	<b>District Administration Center</b>	
<b>Reports to (Title):</b>	<b>Principal and Asst. Superintendent for Administration</b>	
<b>Level/Grade:</b>	<b>Type of position:</b>	<b>Work Hours: 40/week</b>
<input type="checkbox"/> Non-Cert Administrator	<input checked="" type="checkbox"/> Full-time	<b>Work Year: 186 days</b>
<input checked="" type="checkbox"/> Certified Administrator	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

**General Description:**  
Coordinates District health Services personnel, programs and equipment to ensure a safe, healthy educational environment.

**A. Direct Service to Students**  
Coordinate vision and hearing screening in every building.  
Order and maintain health supplies for building and district use.  
Provide instruction in health related classes as requested.  
Assist building health specialists with problem solving and appropriate services for students.  
Assist with medical and social service referrals.  
Attend building staffings and pupil personnel team meetings as needed.  
Coordinate immunization clinics as needed.  
Order Student Accident reports.

**B. Direct Services to Staff and Parents**  
Coordinate CPR classes for district.  
Coordinate asthma program for district.  
Coordinate health education programs for district.  
Assist with grant writing for district health education programs.  
Coordinate bloodborne pathogen inservice programs. Arrange purchase and administration of hepatitis B vaccine.  
Coordinate first aid classes for health specialists.  
Collect annual Immunization Survey forms from each health specialist.  
Arrange inservice programs and procedures for substitute nurses.  
Coordinate activities of the Health Data Entry person.  
Maintain Health Procedure and Policy Manual.  
Organize and arrange district health specialists inservice meetings.  
Assist with employee accident reports.  
Assist with the establishment and maintenance of computer technology in health office.

**C. Direct Services to Community**  
Attend school board meetings when indicated.  
Attend PTA/Home and School meetings when indicated.  
Interact with community organizations for the welfare of students and staff.  
Serve as liaison between school and community

All other duties as assigned.  
Certificate of good health signed by a licensed physician.

<b>Work experience requirements:</b> ▪
<b>Education Requirements</b> Illinois School Nurse certification
<b>Reviewed by:</b> <b>Title:</b>
<b>Approved by:</b> <b>Title:</b> Assistant Superintendent for Administration
<b>Date posted:</b> <b>Date hired:</b>

