

Job Description

Department: Student Services

Job Title: Health Services Specialist

Qualifications: Education Level: Associate Degree or higher in a related field.

Experience Desired: At least one year of healthcare experience.

Other Requirements: Ability to use Microsoft Office programs and Infinite Campus.

Reports to: Student Services Director

Essential Job Functions/Responsibilities:

1. Provides effective school-based management of illnesses, injuries, and students with special needs including emergency/routine care.
  - 1.1 Conducts screening programs in vision and hearing.
  - 1.2 Conducts immunizations clinics for students and employees.
  - 1.3 Coordinates employee TB screening program.
  - 1.4 Coordinates Flu Vaccine program for school district employees and spouses.
  - 1.5 Creates and maintains list of students with special needs; updates and distributes the list yearly to appropriate staff.
  - 1.6 Provides necessary on-site first aid treatment.
  - 1.7 Acts as liaison between the home, the school and health care providers and appropriate community agencies.
  - 1.8 Controls communicable disease spread and acute illness impacts on the school community according to generally acceptable standards.
2. Contributes to health education as an effective instructional resource for teachers and health coordinators.
  - 2.1 Maintains Red Cross Instructor certification in CPR and First Aid.
  - 2.2 Is available to assist teachers in the cardio pulmonary resuscitation (CPR) and First Aid testing component.
  - 2.3 Provides in-service for school personnel.
3. Promotes a healthful school environment for students and staff.
  - 3.1 Provides in-service training for school personnel.
  - 3.2 Monitors and evaluates the provision of health-related services, facilities and supplies.
  - 3.3 Sets up flu clinic for the district.
4. Determines and documents the health status of students.

- 4.1 Obtains health history data as needed and maintains confidential written records.
- 4.2 Maintains basic student health records including immunizations.
- 4.3 Prepares report of district student immunization status.
- 4.4 Monitors health counseling efforts for referral and follow-up purposes.
5. Demonstrates positive relationships.
  - 5.1 Demonstrates understanding and acceptance of differences among individuals and groups (i.e., sexual, cultural, socio-economic, and handicapped).
  - 5.2 Provides/Accepts constructive criticism.
  - 5.3 Shares methods, materials, and ideas with colleagues.
  - 5.4 Provides encouragement to staff in their efforts to work with students.
  - 5.5 Recognizes and fosters an atmosphere of teamwork in working with staff for the improvement of student understanding and practice of good health-related facts and practices.
  - 5.6 Reports significant school-related information to appropriate personnel.
  - 5.7 Encourages community involvement with the school.
  - 5.8 Works with parents in the best interests of the students.
  - 5.9 Supports and participates in school-sponsored parent-teacher activities as needed.
  - 5.10 Supports and participates in school-sponsored parent-teacher activities as needed.
  - 5.11 Deals in a professional manner with all fellow employees and clients.
  - 5.12 Limits criticism of staff, students, and parents to constructive statements made in appropriate settings.
  - 5.13 Models self-control strategies.
  - 5.14 Exhibits a positive approach to job challenges.
6. Demonstrates sensitivity in relating to students.
  - 6.1 Shows awareness of student needs.
  - 6.2 Shows sensitivity to emotional and physical development of students.
  - 6.3 Accommodates special health needs of students.
  - 6.4 Makes himself/herself available to students.
  - 6.5 Encourages respect for the rights, opinions, property, and contributions of others.
  - 6.6 Gives suggestions which are constructive; praise as earned.
  - 6.7 Makes an effort to know and relate to students as individuals.
  - 6.8 Uses discretion in handling sensitive situations.
  - 6.9 Is a good listener.
7. Promotes positive self-concept.
  - 7.1 Provides opportunities for all students served to achieve recognition for constructive behavior.
  - 7.2 Provides frequent opportunities for each served student to succeed.
  - 7.3 Refrains from purposely embarrassing or ridiculing students.

- 7.4 Exhibits self-confidence.
- 8. Fulfills work-related obligations.
  - 8.1 Manages documentation efficiently.
  - 8.2 Responds appropriately to parental concerns.
  - 8.3 Is punctual.
  - 8.4 Provides accurate data to the school and district as requested.
  - 8.5 Completes work-related duties promptly.
  - 8.6 Exercises reasonable responsibility for protection of safety and welfare of students.
  - 8.7 Participates in professional growth activities.
  - 8.8 Apportions professional time efficiently.
  - 8.9 Exhibits a working knowledge of state and federal legislation affecting service offerings.
- 9. Supports district building regulations and policies.
  - 9.1 Complies with policies and procedures.
  - 9.2 Follows established channels for resolving concerns/problems.
- 10. Other Assigned Tasks or Responsibilities
  - 10.1 Serves as positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
  - 10.2 Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
  - 10.3 Performs other duties assigned by the Student Services Director.

Terms of Employment: The term of employment shall be July 1 to June 30 of each year.

Evaluation: Performance shall be evaluated annually by the Student Services Director.

I have read and understand this job description and can fulfill the essential functions as listed.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name