



North Chicago Community Unit School District #187
Position Description

POSITION TITLE: District Health Coordinator

LOCATION: Multiple Locations

REPORTS TO: Director of Special Education

PRIMARY FUNCTION: Oversees an efficient and meaningful health program for District students and staff while collaborating with many others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

QUALIFICATIONS:

1. Licensure:
 - a. Required: Current valid Illinois RN license
 - b. Required: ISBE IEP privileges designation
 - c. Preferred: PEL with School Nurse Endorsement
2. Education:
 - a. Required: Successful completion of an accredited nursing program
 - b. Preferred: BSN or equivalent
3. Experience:
 - a. Preferred: 4 years of nursing experience in a school setting

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Analyzes District policies and procedures that maintain school health records and makes recommendations to school personnel for improving the school health program.
2. Provides guidance to school-based health aides to effectively work with health issues.
3. Supervises and evaluates health aides in partnership with the building principal.
4. Oversees the collection, maintenance, and storage of student health records using confidential best practices.
5. Coordinates/supervises activities in compliance with recommended procedures for the prevention of communicable diseases as designed.
6. Responsible for direct and indirect care given to students in compliance with District policies, professional standards of practice, physician's orders, and an Individual Health Care Plan or 504 Plan.
7. Assists school staff in interpreting and instituting policies and procedures for emergency care of the school-aged child.
8. Participates in health teaching, team teaching, classroom demonstrations, and in-service education with school personnel following the Federal requirements and guidelines.
9. Provides orientation programs for health aides.

10. Participates in the formation and periodic review and revision of objectives, standards, policies, and functions of the programs.
11. Responsible for screening and/or observation of deficits in vision, hearing, growth and development, immunization status, and other physical defects.
12. Develops and oversees a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at all campuses.
13. Make appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
14. Identifies student health problems, makes referrals for their diagnosis, treatment, and remediation, and provides follow-up for each referral.
15. Recommends modification of school programs (Individual Health Care Plan or a 504 Plan) for a student who requires a change because of a health deficit and develops and implements health care plans when students need special physical health care procedures to be provided at school.
16. Assesses and evaluates the complete health status of children.
17. Provides input into the performance evaluations of non-certified school nursing staff.
18. Monitors medication and treatment given in schools by the health aide following the current and new IDPH guidelines; making sure that all guidelines and laws are followed.
19. Participates in the identification, evaluation, and placement of students into special education programs (e.g. as a referring agent; a consultant to parents, teachers, etc.) and/or as a member of a multidisciplinary team at all campuses.
20. Responsible for annual state compliance reporting for all health requirements.
21. Responsible for keeping up to date on all ISBE and IDPH law changes and making updates to the District Parent Handbook annually and coordinating these changes with the District Policy and Procedure Manual.
22. Communicates with Lake County Health Department and other health agencies as appropriate to promote partnerships for students in District 187.
23. Performs other duties as assigned and requested by the Director of Special Education, Superintendent or designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively in multiple modalities
- Detail oriented and accurate with all performance responsibilities and duties
- Ability to work independently without close supervision
- Willingness to learn and implement new technologies, procedures, and processes
- Ability to represent the District in a positive and professional manner
- Handle confidential information professionally
- Proficient computer skills including Google Apps, Excel, Microsoft Office

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

WORKING CONDITIONS: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment. Must have access to reliable transportation as this job requires daily travel between campuses.

TERMS OF EMPLOYMENT: One year, full-time position (12-month employee), 260 days

SALARY RANGE: Level IV (\$65,000 - \$95,000)

EVALUATION: Annual, utilizing the District evaluation tool for non-Principal leadership roles.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristics of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-775-1321) answers questions concerning staff discrimination.

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