

**Anoka Hennepin Independent School District #11**  
**Job Description**

**Title:** Health Services Coordinator  
**Department:** Student Services  
**Reports To:** Director of Student Services  
**Prepared Date:** February 2024

**SUMMARY OF RESPONSIBILITIES**

Coordinate the development, coordination, and implementation of the health services programs for public, home school, and non-public sites.

**DUTIES AND RESPONSIBILITIES**

- In consultation and collaboration with the Director of Student Services and health services staff, develop policies, procedures and processes to care for and evaluate care for students.
- Collaborate with building Principals, Program Supervisors and Special Education Consultants in selection and the completion of the district performance appraisal system for school nurses, float health paras and other Health Services staff as needed.
- Coordinate staff development for health services staff, third party billing nurse(s), and special education evaluation nurses in collaboration with the Director of Student Services, health services staff and relevant nurse TOSA(s).
- Coordinate staffing needs to ensure safe care of all students.
- Determine appropriate staffing allocation, in compliance with budget, current law or rule and make annual health services staffing recommendations to the Director of Special Education.
- Manage health record collection, retention, maintenance, dissemination of student health data and trends, and completes all state and federal reports as required.
- Provide effective communication regarding medical concerns in school settings.
- Develop standards of school nursing practice through professional organizations.
- Work collaboratively with private and public agencies to assure appropriate community services, to prevent duplication of services between agencies, and to facilitate successful medical intervention for children and families.
- Assist with development of student plans program with regards to health fields.
- In coordination with the Director, monitor the budget and propose resolution of budgetary concerns in the health service budget.
- Consultant for medical conditions when expertise is needed by the district including but not limited to Adventures Plus programming and 504 processes when medical conditions are involved.
- Develop and direct health service programs in compliance with policies and procedures, consistent with Anoka-Hennepin's policy, Minnesota state policies and statutes, and federal law and rules.
- Accountable for the overall effectiveness of the health service program and services.

- Prepare and present annual reports to the School Board, Superintendent, Student Services administration, and others as needed concerning the health trends, strengths, needs and proposed changes within the health services program.
- Resolve conflicts and disputes by directing the investigation of complaints or allegations dealing with health services care delivery.
- Collaborate with purchasing department concerning vendors for health services supplies.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises health services staff in collaboration with principals. Responsibilities in collaboration with principals include interviewing, hiring, training employees, planning, assigning and directing work, appraising performance, and addressing complaints to resolve problems.

### **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in Nursing. Minimum of three years of experience in pre-K through 12 setting as a Licensed School Nurse and coordination of health care programs. Master's degree is preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires current MN Licensed Registered Nurse; current MN LSN License; Public Health Nurse Certificate from MN Board of Nursing; National Certification as a School Nurse.  
Requires current CPR.AED certification.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off-site locations to conduct business related to the essential functions of the position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is frequently required. The noise level in the work environment is usually quiet.