

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**JOB DESCRIPTION****Title: Assistant Health Care Coordinator****File 502****Reports To:** Director of Pupil Services

Job Objective: Assists with the implementation of a comprehensive school health service program. **Note:** Student and staff treatment is limited to the evaluation of symptoms and administering emergency first aid.

Minimum Qualifications:

- Holds/maintains valid Ohio Board of Nursing (LPN/RN/NP) and Ohio Department of Education EdActs according to the Licensure Code of Professional Conduct for Ohio Educators.
- First aid and CPR training.
- Knowledge of Ohio Schools Medicaid Program covered services.
- Comprehensive knowledge related to managing student health records and development of student individualized health plans.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Maintains a record free of criminal violations that prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or board may find appropriate

Preferred Attributes:

- Word processing, spreadsheets and computer skills.
- Related experience preferred.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.).
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Ability to work effectively with others and demonstrate excellent customer-service skills.
- Effective interpersonal skills. Conscientious and self-directed.

Physical Demand : Heavy strength: Exerting 50–100 lbs occasionally, 25–50 lbs frequently, or 10–25 lbs constantly. • Lifting and Transferring (1 person approximately 50 lbs.; 2 person approximately 80 lbs. per person). • Body Position/Movement: Ability to perform physical tasks (i.e., run, climb, kneel, sit, balance, stand, walk, stoop, and crouch). • Manipulation/Coordination: Duties require fine/gross manipulation, and using a traditional keyboard. • Reaching: Reaching at, above or below shoulder height, and stretch with hands and arms. • Duties require communicating verbally, far/near visual acuity, hearing, seeing, reading, and speaking.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

Essential Functions:

1. Helps implement school health services that focus on prevention and early intervention. Provides health education, counseling, and student advocacy in partnership with community resources. Supports a sense of well-being and capacity for academic success.

- Prepares the school clinic as directed.
- Monitors medication through clinic audits to maintain accuracy and safety.
- Monitors and provides professional development for staff related to student individualized safety plans as well as needed clinic training that provides District compliance with ODEW and Policy requirements.
- Prepares and implements that medication drop off and return of medication at the beginning and the end of each school year.
- Prepares needed supplies, medication, documentation and training for field trips or other related activities that are outside the regular setting.
- Develops and maintains compliant student health plans and/or Section 504 plans while communicating need to know information to the appropriate support staff.
- Supports student access to inclusive educational opportunities.
- Administers first aid in accordance with established first aid procedures and assumes responsibility for injured or ill

students.

- Processes paperwork for services covered under the Medicaid School Program (MSP)
- Assists school personnel in establishing sanitary conditions and follows the district's contagious disease policy.
- Assists with district safety and blood-borne pathogen compliance activities.
- Assists with implementation and maintenance of student care plans in compliance with district policies and physicians' orders, including but not limited to diabetic plans, seizure plans, and other conditions.
- Collects and maintains up-to-date student health records (e.g., immunization status, medical histories, etc.) and reviews emergency medical forms.
- Conducts hearing, vision, and/or additional required screeners for assigned building and charts results on permanent health records.
- Ensures compliance with pre-school specific ODE requirements, including but not limited to eye exams, etc.
- Ensures safety of students.
- Ensures student treatment consent forms are on file.
- Monitors the security, inventory, and documentation of stored medicine and ensures overall compliance with district policies and procedures relating to stored medicine. Dispenses student medications on a daily and as-needed basis and documents each interaction according to district guidelines/policies.
- Maintains accurate daily records of student clinic visits, treatments, interventions, and other health-related encounters.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains open lines of communication with parents/guardians about student health concerns, including but not limited to communications concerning screening results, referrals, required medical documentation, student illness, student injury, medication concerns/inventory, and other health-related needs.
- Performs clerical work using various technology skills (i.e. word processing, data entry, spreadsheets, and other software) and assists in the preparation of reports.
- Conducts health screening procedures. (e.g., vision, hearing, other etc.)
- Respects the educational environment. Avoids disrupting building activities.
- Responds to requests for health-related assistance. Administers first aid. Calls emergency medical services as needed.
- Consistently performs all aspects of the job. Diligently pursues high-quality results.
- Interacts in a positive manner with staff, students, parents, and community members.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.
- Maintains open/effective communications. Serves as a reliable information resource.
- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Uses tact and diplomacy to resolve differences fairly.
- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.
- Keeps current with emergency preparedness and response procedures.
- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- Attends meetings and in-services as required.
- Supervises health aides that are assigned to their individual clinic.
- Performs other specific job-related duties as directed.

2. Diligently attends to job details. Pursues quality results. Performs all aspects of the job.

- Maintains respectful relationships with co-workers and supports a cohesive team effort.
- Wears work attire appropriate for the position.
- Respects and maintains privacy that aligns to policy.. Ensures the veracity and security of confidential information.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator. Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.
- Provides timely, high-level customer service and support to all stakeholders, including staff, colleagues, families, vendors, and community members, ensuring all inquiries are addressed promptly and professionally.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties. Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **as duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to airborne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

Performing tasks in a busy board office environment where noise levels can vary from standard quiet to moderate office volume to busy, populated, and higher-volume settings.

Extended periods of sitting and focused keyboarding/data entry.

Maintaining concentration in a professional office setting despite frequent interruptions.

Frequent communication via telephone and email, necessitating clear verbal and written articulation.

Occasional travel to meetings and work assignments.

Occasional overtime work may be necessary.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.