

## JOB DESCRIPTION

### Fayetteville City School System

#### HEALTH SERVICES COORDINATOR

##### Purpose Statement

The job of Health Services Coordinator was established for the purpose/s of improving student health outcomes as well as supports the connection between good health practices, academic achievement and lifetime wellness.

This job reports to Director of Schools.

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##### Essential Functions

- Encourage students in healthy lifestyles and provides support to at-risk students.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Develops a variety of special programs (e.g. group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students in developing life and academic skills.
- Provides a systematic approach to promoting student health.
- Involves parents, families and community as partners in the educational process to ensure positive educational and health outcomes.
- Maintains students' confidential files, records and reports as required for compliance with various state, federal and administrative regulations for the purpose of providing information required by legal requirements and professional standards.
- Participates in a variety of meetings, workshops, and seminars, for the purpose gathering, conveying and/or sharing information and/or improving skills and knowledge.
- Incorporates into the school program, the components of the Coordinated Health approach to include, health education, health services, counseling, psychological and social services, nutrition, physical education/physical activity, school staff wellness, healthy school environments and student/parent community involvement.

##### Other Functions

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

##### Job Requirements: Minimum Qualifications

###### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents and/or ratios, use standard office equipment, compose a variety of documents, and/or facilitated group discussions; and analyze situations to define issues and draw conclusions

ABILITY is required to schedule a significant number activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes. Ability is also required to work with a significant diversity of individuals and/or groups and work with a variety of data. Independent problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility:** Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. The job is usually performed in a clean and healthy environment.

**Experience:** Job related experience within specialized field is required.

**Education:** Bachelor's degree in job related area.

**Clearances:** Criminal Justice Fingerprint/Background Clearance.