

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Student Services

GENERAL RESPONSIBILITIES

1. Coordinates district programs and procedures related to health services.
2. Coordinates delivery of the district's health screening program in collaboration with local health department staff.
3. Coordinates district immunization and physical evaluation programs.

SPECIFIC RESPONSIBILITIES

1. Monitors state and federal immunization and physical evaluation requirements and oversees individual school compliance. Administers annual immunization compliance monitoring process.
2. Provides administrative leadership and is liaison for contracted services for nurses.
3. Serves as liaison among District School Board of Collier County, with NCH Healthcare System, Collier County Health Department and other health-related community service agencies.
4. Maintains and updates policies and procedures related to the District's compliance with federal, state and county health and medical issues.
5. Serves as first line contact and liaison with local epidemiology staff for issues related to communicable diseases in schools.
6. Provides consultation to District Safety Officer related to health and medical risk issues for both students and staff.
7. Acts as liaison to numerous community and statutorily mandated committees and coalitions (i.e., Health Promotion Coalition, Immunization Coalition, Naples Alliance for Children, Ronald McDonald Care Mobile).
8. Provides opportunities for staff development related to school health services issues.
9. Performs duties as district liaison for Athletic Training Program concerning health related issues.

10. Serves a liaison to identify, create program components, implement, and coordinate health related issues pertaining to statutorily mandated Universal Pre-K initiative.
11. Oversees content and annually updates the District School Health Services Manual.
12. Monitors school compliance with required District trainings regarding school health.
13. Serves as liaison for ESE Department for students that are medically fragile.
14. Performs other duties as assigned.