

Sioux Falls School District 49-5

JOB DESCRIPTION

Department: Special Services / Early Childhood

Job Title: Head Start Health Coordinator

REQUIREMENTS:

- A. Education Level:
Bachelor's degree in nursing, preferred. A valid South Dakota Registered Nurse license.
- B. Experience Desired:
One-three years' experience in the health care field, preferably community health, pediatrics and/or mental health
- C. Physical Requirements:
Must be able to lift up to 35 pounds intermittently during an eight-hour day. Requires constant hearing, hand-eye coordination, and mind-eye coordination; intermittent speaking, walking, computer keyboarding. Repetitive motions using the wrists, hands, and fingers are also required.
- D. Other Requirements:
Physical ability to assess vision, hearing, carry equipment and perform CPR. Demonstrated excellent oral and written communication skills. Must be able to provide physical assessment as well as CPR. Ability to work a flexible schedule to meet students' needs during the day as well as occasional evening events.

Reports to: Head Start Director, Early Childhood Coordinator, and Building Administrators

Receives Guidance from: Building Administrators, Head Start Supervisor, and Early Childhood Coordinator.

Essential Functions and Duties:

1. Implements and coordinates Head Start Performance Standards in accordance with District approved policies and procedures.
2. Consults with administrators and other Head Start staff to determine goals and services.
3. Collects, records, and maintains student records in a systematic and continuous manner that complies with district, state, and federal requirements.
4. Uses data collected about health and developmental status of the students to develop and maintain health care plans with specific goals and interventions that are unique to the student's needs.
5. Participates in opportunities to communicate with parents (conferences, home visits) on a routine basis to keep them well informed about their child's progress on health and school readiness.
6. Supports individual Early Childhood Head Start student health needs as needed.
7. Plans and implements home visits, family focused activities and is involved with policy council.

8. Establishes student success as a primary goal and provides opportunities for all children to experience school success.
9. Serves as a liaison between the school and community health and welfare agencies and the medical profession.
10. Focuses on the prevention of illness, disability, and the early detection and correction of health problems.
11. Facilitates the referral of students and families to appropriate district and community services.
12. Participates in ongoing professional growth.
13. Provides health education for students, staff, and parents.
14. Maintains and assures confidentiality of information.
15. Inventories and maintains equipment needed.
16. Complies with district policies and operating procedures.
17. Supports teachers to establish a classroom management system that promotes active supervision to maintain student safety at all times.
18. Performs other duties as assigned by the Head Start director such as recruitment, grant writing, program evaluation.

Working Conditions:

- A. Inside Outside **Both**

Climatic Environment:

Some district work areas are not climate controlled and are subject to extremes of temperature and humidity.

The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

Hazards:

Stairs, drafts, exposure to communicable diseases. Travel between schools will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date