

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COORDINATOR OF HEALTH & ATTENDANCE

TITLE #: 1174

DISTINGUISHING FEATURES OF THE CLASS: This is a professional supervisory position involving responsibility for developing, coordinating, and monitoring district procedures related to health and attendance. Incumbent also directs and oversees the work of the district's Registered Professional Nurses. The work is performed under the general supervision of the Assistant Superintendent for Curriculum & Instructional Services. Supervision is exercised over nursing and related support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises Registered Professional Nurses;

Provides and/or arranges for staff development programs/workshops for Registered Professional Nurses and related health and attendance staff;

Develops, implements and monitors district wide procedures related to health and attendance (i.e., immunization, attendance, school physicals, etc.);

Arranges for substitute coverage, or serves as a substitute, in the absence of a regularly scheduled school nurse;

Maintains confidential information related to student health and attendance;

Ensures compliance with federal and state mandates related to eligibility for free and reduced meal programs, infection control program, health and safety advisory council, etc.;

Oversees student registration for Kindergarten and central registration for new students to district;

Ensures compliance with state and local residency requirements;

Verifies billing for health services provided to resident school-aged children enrolled in schools other than district **schools**;

Serves as a representative of the district in court matters related to attendance, probation, and pupils in need of supervision;

Completes and/or assists in completing federal and state reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of health, nutrition and infection-control practices; thorough knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; thorough knowledge of government requirements for free and reduced meals; thorough knowledge of federal and state attendance and health reporting requirements; good computer skills in the use of spreadsheet, database, and word processing software; ability to plan and supervise the work of professional nursing and support staff; ability to communicate effectively both orally and in writing; ability to maintain data and records efficiently; ability to create reports; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in Nursing and five (5) years experience working as a registered nurse in a clinical and/or school setting.

SPECIAL REQUIREMENTS: Possession of a current New York State professional nurse's registration which must be maintained throughout employment.

JURISDICTIONAL CLASSIFICATION: Competitive.

REVISED: 09/13/05 kr