

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

Early Childhood Health, Safety and Nutrition Comprehensive Services Specialist

QUALIFICATIONS

- (1) Nurse with public health or maternal/child health experience, Health Educator, Health Administrator, or other credentialed health professional with minimum 2 year degree
- (2) Minimum of 5 years of experience in school health, preferred
- (3) Knowledge of Head Start regulations, preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with birth to age 5 students and their families dealing with a variety of health issues. Knowledge of applicable federal, state and local laws and rules related to areas of assignment. Demonstrated written and oral communication skills. Ability to collect, analyze, and interpret data and maintain accurate records and appropriate documentation of program implementation requirements.

REPORTS TO:

Early Childhood Program Manager

JOB GOAL

To assist in the planning, implementation and coordination of an effective Early Childhood Program within prescribed guidelines.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Create and maintain all cumulative health records during the summer prior to enrollment for all Early Childhood Program students in the Jackson County School District with the exception of Hope School to include all appropriate health documentation.
- (2) Conduct Health screens for vision, hearing, height and weight including calculation of BMI status
- (3) Coordinate with JCHD School Health program to arrange for medication trainings for appropriate staff
- (4) Attend Quarterly School Health Advisory Council meetings
- (5) Coordinate all dental health services and initiate contracts with dental health providers during the summer prior to the upcoming school year
- (6) Maintain all confidentiality guidelines
- (7) Coordinate and/or participate in any special programs relating to health, safety or nutrition
- (8) Collaborate with food services department on nutritional issues and concerns
- (9) Participate in appropriate trainings and conferences relative to job responsibilities or program goals/requirements
- (10) Track and maintain all health data as required by Head Start

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- (11) Enter all health data into ChildPlus during the summer prior to enrollment for continuous monitoring
- (12) Collect, review and monitor immunizations, physicals, and lead results throughout the summer, in preparation for new and returning students for the fall and as new students arrive throughout the year
- (13) Meet with parents to develop care plans prior to enrollment for those students with chronic health illnesses or needs following reviews of health documentation
- (14) Other duties as assigned

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grades 13-19

BREAKDOWN ACCORDING TO DEGREE LEVEL:

Pay grades 13-16 – RN (2 year degree) or other equivalent health related degree/certification

Pay grades 16-19 – BSN (4 year degree) or other equivalent health related degree/certification

12 months

7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.