

SCHOOL HEALTH PROGRAM COORDINATOR

Code No. 3-08-238
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position responsible for developing and administering the School Health Program for a school district. The program provides direct health services and consultation to the private, public and parochial schools in the City of Rochester. The employee reports directly to and works under the general supervision of an administrator. General supervision is exercised over a professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates the recruitment, hiring and allocation of School Health Program staff;

Conducts, develops and implements assessment training programs for health program staff;

Develops, submits and monitors program budget;

Researches, develops and implements policies and procedures for school health services;

Develops and monitors quality assurance standards;

Administers the data management program;

Coordinates and integrates the school health program with pupil personnel services, health education and student data services;

Works with Rochester City School District administration in developing new programs and responding to funding opportunities;

Participates in community activities and initiatives that impact on school age children and/or school health services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of program development, monitoring and evaluation; good knowledge of normal growth and development, common clinical issues and health practices as related to school-age children; good knowledge of public health practices and issues for school age populations; good knowledge of the policies, principles, and practices of the school health program; organizational ability; analytical ability; supervisory ability; ability to work constructively with community groups and school districts; ability to develop, implement and monitor a program budget; ability to administer a data management program; ability to establish and maintain effective working relationships; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing; PLUS EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience in a public health setting, community-based organization, or health care setting, two (2) of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Public Health Administration or Public Health, PLUS three (3) years paid full-time or its part-time equivalent experience in a public health setting, community-based organization, or health care setting, two (2) of which must have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- (1) Possession of a New York State Registered Professional Nurse's license and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment.
- (2) If you are appointed, you will be required to have a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.
- (3) Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 9, 1995
REVISED: October 5, 1995
REVISED: September 9, 1999
REVISED: November 4, 2004