



School-based health care support toolkit: Sample resource coordinator job descriptions



Ohio | Governor's Office of
Health Transformation

Sample Job Description 1 – Resource Coordinator

PRIMARY FUNCTION:

The Program Coordinator supervises the School-Based Health Center (SBHC) operations and coordinates the provision of SBHC services with school administration, school nurse, teachers and other staff, SBHC collaborating partners, and other community partner agencies, .

PRINCIPLE DUTIES & RESPONSIBILITIES:

- Coordinates and manages policies and procedures related to SBHC enrollment, consent, and release during school-day for SBHC clinical visits, health education, and small groups.
- Provides administrative oversight and functional supervision of SBHC staff; directly supervises clerical staff.
- Develops and maintains SBHC policy and procedure manual.
- Maintains strong relationship with school administration, school nurse, school health related staff, and teachers.
- Provides SBHC information and/ or presentations to students, parents, and families (i.e. back to school night, report card pick-up, sports events, SBHC tours), teachers and other school staff (annual in-service, new teach orientation, tours), and at other public relations activities (health fairs).
- Prepares monthly SBHC reports.
- Participates in program development.
- Represent the SBHC on task forces, planning bodies, and committees.
- Serves as Program Manager in the absence of program manager's absence.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree required, Master's degree preferred
- Minimum of one-year administrative/supervisory experience

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

- Knowledge of departmental policies, procedures and operations.
- Knowledge of medical terminology.
- Skill in oral and written communication.
- Skill in public speaking.
- Supervisory experience preferred.

Sample Job Description 2 – Resource Coordinator

QUALIFICATIONS

1. Master's degree or higher from an accredited Institution
2. Currently hold or eligible for certificate in at least one area of education, and certification in administration, supervision, or educational leadership
3. Five years of experience in education

OR

Comparable experience in social or human services if host agency is other than a school system

JOB GOALS

- To provide leadership for, coordinate, and direct planning, developing, implementing, and evaluating of the functions and services of the full-service schools program.
- To collaborate with key community leaders and other people to maximize existing resources by building an infrastructure supporting the mission of a continuum of service for children and families at full-service school sites and within the community.

ESSENTIAL FUNCTIONS

General

- Assists in interpreting and implementing applicable district, state, and federal policies, laws, and regulations to staff personnel, agencies, and school sites
- Provides appropriate information to the assistant superintendent or other personnel
- Develops, recommends, and administers assigned department budget
- Recommends and directs committees as needed or assigned
- Assists in planning and implementing staff development programs
- Prepares appropriate administrative reports
- Provides own method of transportation when required to reach various locations
- Prepares and presents oral and written reports to the public and the school system
- Keeps systematically abreast of new trends and publications
- Participates in appropriate activities for continued professional growth
- Assumes responsibility to maintain a valid teacher's certificate
- Facilitates alliances and partnerships with state, county, and city agencies and private organizations to establish a continuum of services for students and families at full service school sites
- Serves as liaison with state, county, city, community, and neighborhood governing bodies
- Establishes linkages with faith communities, community agencies (health, social, financial, etc.), and educational institutions (elementary through high school, community colleges, universities)
- Establishes linkages with local policy makers, legislators, businesses, etc.
- Establishes linkages with health providers (hospitals, clinics, other health care settings, long-term, home, preventive, and wellness)
- Performs other duties as assigned

Specific responsibilities

- Initiates, evaluates, and coordinates development and implementation of the district full-service schools program
- Serves as liaison and maintains organizational responsibilities with community agencies
- Develops procedures and policies for the full-service schools department
- Prepares additional proposals for supplemental funding

- Maintains records of program development
- Advises on development of the computerized database system
- Develops, analyzes, and evaluates assessment instruments
- Advises on job announcements, job descriptions, selection criteria, and placement of personnel
- Participates on local and state committees related to the full-service schools initiative

LENGTH OF EMPLOYMENT

Twelve-month contract

SALARY

Based on the adopted salary schedule for administrative personnel

EVALUATION

Annual evaluation by the assistant superintendent for instruction in accordance with local policies and state laws

ENVIRONMENT

Activities occur inside and outside; subject to indoor and outdoor environmental conditions

EQUIPMENT

Audiovisual equipment, instructional computers, multimedia presentation tools

SUPERVISION AND CONTROL

Is personally responsible for satisfying all of the above essential functions with minimal supervision