



Health Services Coordinator

Indianapolis Public Schools

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Questions: SnoufferAR@myips.org

JOB SUMMARY:

The Health Services Coordinator works with schools to oversee health and medical services for students in Indianapolis Public Schools. This person efficiently and effectively plans, organizes, directs and implements a comprehensive district-wide school health program. The Health Services Coordinator facilitates the IPS Wellness Program and is also the District's 504 coordinator.

QUALIFICATIONS:

This role provides privileged access to the inner workings between Indianapolis Public Schools and health/medical service providers and partner organizations. The successful candidate will be discrete, high-energy, agile-minded, strategic, proactive, a direct communicator, highly-organized and committed to the vision and values of Indianapolis Public Schools (IPS). In addition, the following standards will generally define the successful incumbent:

- Masters of Science Degree in Nursing;
- Current Indiana Registered Nurse License;
- Current Indiana School Services Personnel License in Nursing;
- At least 5 years of experience preferably in Community Health, School Health and/or Pediatric Nursing;
- Must possess successful experiences working with a diverse population of students and faculty;
- Working knowledge of federal and state special education laws (IDEA and Article 7), rules, and practices;
- Working knowledge of state and federal school health laws, Indiana Nurse Practice Act, HIPAA and FERPA privacy laws;
- Broad knowledge of Indiana and IPS special education policies, procedures and programs;
- Broad knowledge of Indiana and IPS school health policies, procedures and programs;
- Understanding of state and federal funding for education including special education, Section 504, school health and wellness
- Ability to be creative in developing alternatives to meet the health/medical needs of students;
- A track record of developing and maintaining strong working relationships with and among a diverse group of actors;
- Excellent communication skills and strong analytical and writing capabilities;
- Close attention to detail coupled with the ability to exercise good judgment;
- Strong organizational, oral and written communication, and interpersonal skills;
- Proactive nature; able to anticipate conflicts before they arise; Ability to work well independently as well as collaboratively;
- Ability to execute meetings, calls and emails with professionalism, courtesy and accuracy;
- Personal qualities of maturity, humility, strong work ethic, sense of humor, and diligence; and
- Ability to effectively allocate and prioritize time to several tasks to ensure completion of all.

MAJOR RESPONSIBILITIES:

The Health Services Coordinator oversees and facilitates the day-to-day execution of health and medical services for students in Indianapolis Public Schools. The Health Services Coordinator is specifically responsible for the following:

- Supervises and evaluates the nurses at each school;
- Works with families, agencies, and medical providers regarding the health and medical needs of students;
- Communicating effectively and respectfully with students, families, staff and medical providers;
- Plans career development and staff meetings for the medical staff;
- Manages, motivates, and develops staff;



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- Assures that all health and medical procedures are communicated to the school personnel and oversee the implementation of services;
- Works with school administrators, staff, the Indiana Department of Education, the Indiana State Department of Health and Marion County Public Health Department to meet legal requirements and reporting requirements;
- Manages partnership with school nursing contractors in collaboration with Special Education Officer and IPS administration
- Participates in 504 conferences for students with involved health/medical needs;
- Participates in the ADA/AA conferences for employees with health/medical needs;
- Plans and implements health/medical in-service training for schools;
- Represents IPS in community meetings regarding health issues;
- Serves on District committees;
- Chairs the Coordinated School Health Advisory Council;
- Works with school administrators and staff to ensure the success of the IPS Wellness Program;
- Communicates effectively, and in a timely manner, with parents and guardians of students to address complaints, issues and concerns;
- Perform duties assigned by the Special Education Officer.