

Health Coordinator

Organizational Summary:

Tampa Preparatory School is the premier private school in the Tampa Bay area for students in grades 6 – 12. Our focus on what's best for students means we pay attention to adolescent development. We incorporate the latest research and data on teenage brain function, retention and development into our programs. Our rich academic tradition, along with a commitment to arts, athletics and a focus on producing well-rounded citizens, has made Tampa Prep one of the best schools in Tampa for nearly fifty years. Our educational philosophy instills values of fairness, decency, honor, diligence and academic curiosity. The School stresses the development of self-confidence, a sense of worth and the importance of having fun in the pursuit of one's goals.

Position Summary:

The Health Coordinator must be adept at working independently. Reporting to the Head of the Upper School, this individual will serve as one of the primary points of contact for the school, working directly with students, parents, and employees both in person and on the telephone. Strong interpersonal skills and a positive attitude are essential.

Major Responsibilities:

- Responsible for the health and safety of students and faculty.
 - Assist students who become ill or injured at school.
 - Respond to student and faculty health emergencies.
 - Perform basic first aid.
 - Administer and track medications.
 - Maintain accident and injury reports.
 - Communicate with parents.
 - Assure compliance with Florida Department of Health standards regarding vaccinations and other health issues.
- Track daily attendance and maintain student attendance records.
 - Enter and maintain attendance records in the student information system.
 - Confirm unreported absences with parents/guardians.
 - Compile a daily list of early dismissals, and ensure students have parental permission and have checked out as required.
 - Track students who are tardy and report weekly to the Dean of Students.
 - Assign disciplinary actions for attendance infractions as directed by the Dean of Students.
 - Keep a daily attendance document that is shared with faculty and administration.
- Hire and place substitute teachers.
 - Maintain a list of substitute teachers.
 - Interview and hire substitute teachers when necessary.
 - Coordinate class coverage when teachers are absent.
 - Submit substitute check requests and time sheets.
 - Keep substitutes up to date on responsibilities, schedule changes, school procedures and protocols, etc.

- Maintain student health records in Magnus Student Medical Records system.
Update forms in Magnus annually.
Track and approve forms that are submitted through the Magnus system.
Assist parents with understanding the Magnus system and submitting forms.
Follow up with parents throughout the year to complete expired records.
- Assist Athletics Department with determining student eligibility.
Maintain up to date rosters of all sports teams.
Confirm that all student athletes' medical records are complete following FHSAA guidelines.
Communicate with the Athletics Department and team coaches about lapses in eligibility.
Work closely with Athletic Trainers to communicate student injuries to appropriate people.
Work with the Middle School Athletics Director to ensure all Middle School athletes have current physicals.

Additional Responsibilities:

- Provide front desk coverage when required.
- Assist the Dean of Students with fire drills and maintain a log of completed drills.
- Prepare first aid kits and medical records for off campus trips.
- Distribute and track parking permits.
- Purchase and maintain inventory of first aid equipment.
- Maintain confidentiality and discretion and adhere to all HIPAA standards.
- Hold current certifications in First Aid, CPR, Epi-Pen and AED use.
- Other duties as assigned.

Skills and Qualifications:

- Bachelor's degree in related field required.
- Proficiency in Blackbaud and Magnus software programs a plus.
- Strong initiative and ability to work both independently and as part of a team.
- Possess the ability to communicate effectively with students, parents, and employees in writing, in person and on the telephone.
- Strong customer service skills with an ability to balance competing priorities and work under deadlines.

INFORMATION FOR APPLICANTS

This is a 12-month, full-time, benefit-eligible position. For consideration, please forward a cover letter and resume to Kimberly Baggett, Director of Human Resources at employment@tampaprep.org.

EQUAL EMPLOYMENT OPPORTUNITY

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by Federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.