



## Seeks a ‘School Health Coordinator’

### **The Position**

Reporting to the Director of Risk Management, the School Health Coordinator shall be responsible for the coordination and implementation of preventive health services and crisis response at ISB. The School Health Coordinator works to promote the health and safety of ISB students and staff, including health promotion and advocacy, staff training and communication to the ISB community, and working with the Head Nurse in managing Health Clinic processes and response. The School Health Coordinator also works closely with the Director of Risk Management to implement, update and establish school health and safety policies in support of ISB’s mission and vision.

### **POSITION SUMMARY**

The School Health Coordinator responsibilities shall include but will not be limited to:

- Identifying and treating health disorders
- Providing instruction and communication regarding the maintenance of good health and disease prevention,
- Assisting clinical staff in evaluating the physical condition of students and staff and referring them to appropriate facilities as necessary,
- Implementing new directives and policies, planning and implementing changes to improve service delivery,
- Attending committee meetings and delivering presentations as required,
- Attending post-incident response sessions and evaluating clinic staff’s incident response.
- Reviewing student health concerns prior to trips off campus and reviewing medical packages for each trip

### **POSITION DUTIES**

#### **Advocates for student and staff health and wellness by:**

- Researching health related topics and offering resources to students, staff and families
- Working to ensure quality of care delivery for staff during hospitalization and emergency care
- Using evidence-based literature, communicates recent and pertinent health information to staff

#### **Promotes and maintains emergency preparedness by:**

- Working with Director of Risk Management to ensure the Emergency Crisis Response Manual follows best practices and current ISB needs
- Planning for the prevention, response and post-response aspects of possible emergencies.
- Teaching First Aid/CPR/AED training classes for school staff and others
- Planning and conducting emergency response drills

**Assists Health Clinic Staff to provide emergency care for ill and injured students and staff by:**

- Assisting Health Clinic staff as needed to provide care and first aid to students and staff who are ill or injured during school hours.
- Managing major medical emergencies in the office and on campus during office hours.
- Supervising the administration of emergency medication, nebulizer treatments, oxygen etc.
- Supervising the administration of emergency medication provided by the parent.
- Be available to staff after hours to assist in medical emergencies or situations where there is a major health concern
- Advocate for staff with health concerns and attend appointments with them if requested

**Creates and maintains policies and procedures related to school health issues by:**

- Updating the appropriate sections of the Emergency Crisis Response Manual.
- Updating of communicable diseases policy, health delivery protocols and design of other health policy as needed
- Designing and implementing new forms and assessment tools as required.
- Auditing Staff CPR Certification Status

**Promotes maintenance of public health and safety and health standards to prevent illness, injury, or spread of communicable disease by:**

- Monitoring campus accidents and taking appropriate action.
- Coordinating with other student supports and division heads as needed
- Monitoring injury / incident reports.
- In conjunction with local staff and Thai Ministry of Health authorities, surveying ISB staff, students and community for outbreaks of communicable disease.

**Provides health education and guidance to students, staff, and the ISB community by:**

- Providing annual staff orientation regarding school health issues and first aid training
- Assisting health teachers, counselors and psychologists as requested
- Presenting health related issues to students in the classroom setting
- Communicating health related information relating to Thailand and ISB community as seasons and outbreaks of communicable disease dictate

**Required Skills**

- Effective communication skills
- Excellent problem solving skills
- Approaches health as balance of physical, mental and emotional well-being
- Leadership qualities including vision for school health
- Project management skills
- Excellent clinical skills
- Utilizes community resources

**Qualifications**

- Degree in Nursing (RN, BSN, or similar qualification)
- Current Nursing license
- Current CPR certification

- Wilderness First Aid and/or Wilderness First Responder certification is preferred (or similar certification)
- Additional qualification in Health Administration or Advanced Medical Training will be preferred.

### **Procedure for Filing Application**

Interested candidates should send an application AT THE EARLIEST POSSIBLE OPPORTUNITY to Mark Hevland (markh@isb.ac.th), but no later than 24th September, 2018. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, ISB reserves the right to make an appointment before the deadline.

Candidates should submit the following information in the format requested:

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position
- A current resume not to exceed two pages
- A list of references including current email addresses and phone numbers

Please scan these documents into a *single* PDF attachment.

## **ABOUT ISB**

### **ISB Vision**

Enriching communities through the intellectual, humanitarian and creative thoughts and actions of our learners

### **ISB Mission**

Through outstanding teaching in a nurturing environment, ISB inspires students to

- Achieve their academic and personal potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

### **ISB Definition of Learning**

Learning is the primary focus of our school and we recognize learning as a lifelong adventure. ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively
- Make connections across our learning
- Reflect critically on our learning

### **History**

Founded in 1951, ISB was the first international school in the Kingdom of Thailand. The school initially opened on the grounds of the US Embassy with 35 students, but with increasing enrollment moved to different campuses in the Bangkok area. Enrollment reached 3,650 students during the Vietnam War. In 1992, ISB moved to its present 35 acre purpose-built campus, 25 km

from the center of Bangkok. 1,940 students are currently enrolled in the Elementary, Middle, and High schools.

### **Community**

ISB is proudly international in its student body, enrolling students from more than sixty countries. Students from the United States account for 32% of enrollment, with students from Thailand (20%), Japan (8%), and Korea (7%) forming other major nationality groups. English is a second or third language for more than half of the students.

### **Academic Program**

ISB provides a university preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma and most students elect to pursue the International Baccalaureate Diploma program.

### **Inclusion**

Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to develop our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of their students. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

### **Student Safeguarding**

Safeguarding is a priority at ISB. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact with in our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

### **Faculty**

The Pre-K to 12 faculty consists of some 220 teachers including 3 librarians, 11 counselors, 2 psychologists, learning coaches and 11 special education teachers. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Head of School, a Deputy Head of Learning, and a Deputy Head of School/Chief Financial Officer.

*N.B. ISB is a dynamic and energetic environment with wonderful, diverse students. The personal and professional growth rewards are significant, as are the expectations and demands on teacher time and engagement.*