

**Order Number:**

NY1543854

**Date Job Order Received:**

09/10/2025

**Number of Openings:**

1

**Company Name:**

Jefferson Lewis BOCES

**Job Title:**

Health Services Coordinator

**Minimum Experience Required:**

1 Years

**Job Description:**

TITLE: Health Services Coordinator LOCATION: Initial Assignment at Calcium Primary School, Calcium, New York REPORTS TO: Director of Programs for Exceptional Students TERMS: Full-time, 10 month position QUALIFICATIONS: Candidates must possess: New York State Registered Nurse (RN) license required and in good standing Demonstrated experience in pediatric, community, or school health nursing Strong organizational and communication skills Ability to work independently across multiple sites Valid drivers license and reliable transportation for regional travel Preferred Qualifications Bachelors degree in Nursing (BSN) Prior experience coordinating school health services or supervising nursing staff Familiarity with IEP/504 processes and student support services RESPONSIBILITIES/DUTIES: The Health Services Coordinator will oversee student health records, develop and monitor health intervention plans, supervise Licensed Practical Nurses (LPNs), and collaborate closely with school administrators, district staff, and families to promote safe, supportive learning environments. Maintain and monitor confidential student health records in accordance with NYS and FERPA guidelines Develop and oversee individualized health intervention and emergency care plans Supervise, support, and evaluate Licensed Practical Nurses assigned across the region Serve as a liaison between BOCES, component school districts, healthcare providers, and families Coordinate compliance with NYS health regulations, immunization requirements, and school health policies Provide training and professional development on health protocols and procedures Assist in the planning and implementation of health-related services, including screenings and medication administration Respond to health emergencies and consult on medical accommodations for students SALARY/BENEFITS: \$55,000-\$60,000, Commensurate with experience in keeping with the current agreement. Health insurance which includes vision & prescription coverage, NYS Retirement membership, tax deferred annuities, employee assistance program, and generous sick and personal day policies. START DATE: As soon as possible CLOSING DATE: September 30, 2025 TO APPLY: Complete the on-line application and apply at <https://boces.recruitfront.com/Default> Upload cover letter, resume and transcripts with your on line application.

**Job Location:**

Calcium, New York 13616

**Pay:**

\$55000.00 - \$60000.00 Yearly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays,  
Retirement/Pension, Life Insurance

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday Thru Friday

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

Bachelor's Degree

**Driver Licenses, Including Endorsements:**

Class: Class D (Operator)

Endorsements:

**How to Apply:**

To apply, contact the employer by: Internet or Phone

Phone: Ferris, Lynne (315) 779-7000

Web-site: <https://boces.recruitfront.com/Default>