



# THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

*The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)*  
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## JOB DESCRIPTION

March 2024

<b>Job Title:</b>	<b>ES Health Coordinator</b>
<b>Divisional Team:</b>	<b>Risk Management</b>
<b>Department/School:</b>	<b>Operations</b>
<b>Reports to:</b>	<b>Director of Risk Management</b>
<b>Hire type:</b>	<b>Staff</b>

## ABOUT ISKL

**Vision:** Know yourself, care for all, and create a better world.

**Mission:** We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has become known as a center of excellence in the world of international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,500 students aged 3-18 years representing over 65 nationalities at its state-of-the-art campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum that combines leading North American educational frameworks with global best practices. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's Mission to support students in cultivating their passions, values, and competencies as they shape their path as global citizens.

ISKL is accredited internationally through the Council of International Schools (CIS), in the United States through the Western Association of Schools and Colleges (WASC), and is an IB World School. ISKL has a strong school-wide focus on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

## JOB PURPOSE

Risk management is the process of identifying, assessing, and controlling threats to ISKL's capital and income. Risk management is important because it keeps ISKL students, faculty, and finances safe from any harm, while also protecting ISKL's financial assets and lowering its legal liability. This is important to reduce the chances of risks, but it will also mitigate the effects of those risks if they should occur.

The position of the ES Health Coordinator is central to a successfully coordinated and quality ES school health program. The ES Health Coordinator provides leadership and guidance to promote effective school health policies, practices, and programs. To achieve this purpose, the ES Health Coordinator ensures that all ISKL ES education health initiatives, services, and programs are aligned, complementary, and effective.

## RESPONSIBILITIES inclusive but not limited to:

- Serves as a liaison to ISKL community health and safety programs
- The coordinator acts as a facilitator and specializes in collaboration, partnership-building, data collection, and advocating for the health, safety, and wellness of ISKL students and staff
- Developing and implementing an action work plan for coordinating school health programs

- Communicates school health and safety priorities to administration, school principals, staff, parents/families, community organizations, and students using a variety of tools. The coordinator skillfully engages all these stakeholders to support the connection between health and learning, exchanges information with department heads, group representatives, and medical staff
- Conducts assessments of student health needs and evaluates school health policies, activities, and programs
- Provides patient care
- Assists in developing safety plans for students, as needed
- Develop medical care plans for students with chronic health issues
- Participate as a member of the Child Protection Team
- Schedule and execute health clinics for the students and community throughout the school year
- Formalize relationships and liaise with local healthcare providers to support health programs on campus
- Collect, analyze, and report or present on health-related data to identify trends, assess the effectiveness of health programs, and make data-driven recommendations for improvements
- Working to improve healthcare service efficiency and quality of care
- Confirming that all aspects of the organization adhere to local laws and regulations
- Setting goals and objectives at both the departmental and organizational level
- Performs other related duties as assigned.

### **Technical skills**

- Posses healthcare aptitude
- Good understanding of healthcare technology especially in keeping patient charts updated.
- Good analytical skills to stay up to date on regulatory changes in this field. The role needs to understand how various changes affect ISKL and devise plans to keep their ISKL compliant. The professionals should also understand how new, emerging laws may affect the industry.
- Excellent communication skills to communicate changes in policies and procedures with staff and also communicate with ISKL stakeholders. Strong communication skills will help ensure that the community understands various changes, in addition to understanding the steps they'll need to take to be compliant.

### **Personal attributes**

- To emulate and excel in ISKL's culture in demonstrating empathy and care, commitment to collective efficacy beliefs in nurturing positive impacts to students' achievements and having high expectations of self is an absolute necessity
- Must have the ability to interact well with all within the ISKL community, able to navigate and be respectful in multinational settings
- The importance of soft skills such as influencing and listening skills, and the ability to get on with people, are vital to this role
- An interest and skills in the world of young children and a good awareness of the elementary school system and its operations
- Skilled problem-solver and critical, strategic thinker who will meet challenges with effective solutions
- Possess initiative, adaptability, flexibility and be an enthusiastic team leader.

### **Qualifications and experience preferred**

- Degree in nursing (CNA, LPN, BSN, MSN, DNP, Ph.D. in Nursing)
- Related professional experience, including administrative experience in the field

### **Important notes:**

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating and preserving a culture of Diversity, Equity, Inclusion, and Justice by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role and does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

## **PROCEDURES**

### **Application**

Interested candidates are requested to submit applications electronically in a PDF format to include a cover letter, resume, qualifications and certifications, lists of a minimum of three references, and phone/email contact details to be addressed to:

Director of Talent & Culture

Email: [recruitment@iskl.edu.my](mailto:recruitment@iskl.edu.my)

### **Interview**

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

**(Closing date to receive applications: March 29, 2024)**

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline is reached. Interested candidates are therefore advised to apply as early as possible.