

COORDINATOR HEALTH SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent for Business Services, develops, administers, supervises, and evaluates health related programs and services. Provides health related technical, specialized, consultative, advisory and planning services for the District. Organizes, develops, recommends and evaluate programs, processes and procedures related to the health, welfare and safety of students and staff. Serves as a resource to school sites and district departments related to health, conducts special studies, meetings and in-services, monitors legislation and provides interpretation and guidance, and performs related duties as assigned.

QUALIFICATIONS:

Credential:

- Possession of or eligible and willing to obtain a valid California Administrative Credential
- Possession of a valid California School Nurse Services Credential

Experience:

- A minimum of two years of school nursing experience
- In-depth knowledge and experience in health-related enrollment requirements, physical assessment, professional development for staff, parent education and engagement strategies, development of community partners, and the clinical nursing care of children, specifically those requiring specialized healthcare procedures in schools.

Education:

- Master's Degree in Nursing or related field desired

License:

- A valid Registered Nurse license from the California Board of Registered Nursing
- A valid California driver's license

KNOWLEDGE OF:

- State and federal regulations pertaining to the health and nursing care of children ages 3 through 22
- Individualized Education Program (IEP) Process
- Effective and positive staff and public relations
- Good verbal and written communication skills
- Planning and organizational strategies
- Effective resource management skills, including grant writing

DISTINGUISHING CHARACTERISTICS:

The ability to:

- Supervise, lead, and evaluate staff
- Communicate with parents/guardians and physicians regarding education needs, health assessments, and health care needs
- Work effectively with community organizations, government agencies, parents, students, and staff
- Interpret and apply rules, regulations and standards to public schools
- Work with changing priorities, regulations and deadlines
- Create and follow policies and procedures
- Analyze situations accurately and recommend necessary action
- Perform essential job functions and job task requirements
- Negotiate and collaborate with all types of multidisciplinary team members
- Implement district-wide management systems
- Establish and maintain cooperative and effective working relationships with others
- Work with discretion and confidentiality
- Manage multiple projects and tasks
- Oversee and manage budgets

TYPICAL DUTIES AND RESPONSIBILITIES:

- Supervise, delineate duties, train, deploy and evaluate Health Programs staff members including Credentialed School Nurses, Registered Nurses, Licensed Vocational Nurses, Health Assistants, Administrative Assistants, Medi-Cal Technicians, other clerical staff, staff dedicated to health related prevention programs and grants, and outside agency personnel
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- Provide leadership, direction, training and supervision in the development and ongoing implementation of health-related initiatives such as physical assessment and screening programs, medication administration programs, immunization compliance programs, attendance improvement programs, communicable disease treatment and prevention programs, dental and mental health support programs, and the provision of specialized healthcare procedures to both General and Special Education students
- Collaborate with Special Education, Student Support/Success Teams and 504 Plan teams to serve students and to provide ongoing education and training for FCUSD staff
- Provide leadership to the School Health Advisory Council (SHAC) and serve as a resource to the Board of Trustees related to health and wellness
- Collaborate with the Principal of Walnutwood Independent Study School to develop and deliver Medical Independent Study services to students who, because of injury or illness, are temporarily unable to attend their regular school programs
- Consult and participate in district-wide anti-bullying, suicide prevention, and other positive student clubs, initiatives, and activities
- Consult and participate in training teachers in the delivery of Family Life curriculum in both the elementary and secondary schools
- Supervise the district-wide emergency epinephrine standing order program
- Supervise district-wide Cardio-Pulmonary Resuscitation/Automated External Defibrillator/ First Aid courses
- Supervise district-wide tuberculosis screening programs for staff and school volunteers
- Supervise the district's School-Based Medi-Cal Administrative Activities and Local Education Association Medi-Cal reimbursement programs
- Plan and oversee the writing of grant proposals including but not limited to the Tobacco Use Prevention Education grant, Kaiser Permanente and health promotion and illness/injury prevention grants
- Oversee the District's administration of the student, staff and family components of the California Climate, Health and Learning Survey program, including the analysis, interpretation and dissemination of data gathered through this Cal SCHLS system
- Support the District's parent education and engagement projects
- Assist students, parents and school personnel to identify and utilize services for medical, dental and mental health care; assist parents and students in overcoming financial, transportation and other barriers to needed healthcare services
- Serve as a resource to District personnel in health-related issues
- Maintain current knowledge of education laws, regulations, legislation, processes and procedures related to healthcare in schools
- Build, nurture and sustain relationships with community partners
- Perform other duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: lifting, moving, grasping, carrying, pushing and/or pulling, manipulating heavy objects; climbing and balancing, stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, enter data into a computer, and operate other tools and equipment.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate, and can be loud at times.