

## COORDINATOR I - HEALTH SERVICES

### DIRECTLY RESPONSIBLE TO

Director, Student Development

### PRIMARY FUNCTION

- Provide leadership to District/School Nurses, Health Care Specialists, and Health Assistants in organizing, implementing, and evaluating school-based health services programs for students and families.
- Coordinate the development and implementation of a comprehensive district-wide Health Services program.

### ESSENTIAL DUTIES AND RESPONSIBILITY

- Serve as a primary resource for student-related health issues within the District.
- Develop and make recommendations regarding policies and procedures in health-related areas and interpret those policies and procedures for staff, families, and the community partners.
- Assess quality of programs and develop proposals for improvement including, but not limited to, interventions.
- Promote the use of evidence and research-based practices.
- Represent the District with the County Health Department and other community agencies.
- Work collaboratively and independently to plan, design, and facilitate professional learning, which includes integrating technology and other support materials.
- Coordinate, and ensure compliance with, all state-mandated health screenings, immunization requirements, and health-related laws/procedures.
- Develop and provide training in specialized health care procedures.
- Design, provide, and participate in professional learning for staff regarding health services and health education.
- Design, implement, and support district professional learning.
- Provide health services instructional coaching for district staff.
- Assist in the preparation of local, state, and federal grants, reports, and applications.
- Collaborate with other members of the Educational Services team to assure articulated programs.
- Participate in professional activities, conferences, and research to keep abreast of evidence-based school health practices and state laws.
- Assist with the development of appropriate District assessments.
- Attend designated District meetings including, but not limited to, Principals' Council.
- Develop Governing Board Update articles and Governing Board Agenda documents.
- Assist with monitoring program budgets.
- Respond to parent questions and conduct parent involvement sessions, as appropriate.
- Implement District Data Management System related to health services.
- Plan and coordinate dissemination and implementation of activities through appropriate methods, such as individual contact with principals and teachers, presentations at staff meetings, professional development sessions, communication through email, etc.
- Evaluate District School Nurses, Health Care Specialists, Health Assistants, or other assigned staff.
- Participate in the State Review process and department audits.
- Other essential job-related work as assigned.

## **IMMEDIATE SUBORDINATES**

Classified and certificated staff as assigned

## **JOB REQUIREMENTS**

- Administrative Credential issued by the California Commission on Teacher Credentialing.
- School Nurse Services Credential issued by the California Commission on Teacher Credentialing.
- Master's degree in Education or Nursing is required.
- Strong interpersonal skills and ability to work collaboratively with administrators as well as certificated and classified staff.
- Knowledge of state-adopted standards and current evidence-based nursing practice.
- Experience in analyzing student data and work to determine appropriate interventions, supports, and extensions.
- Minimum of three years' successful school nursing experience.
- Personal transportation, verification of insurance coverage.

## **LICENSES**

- State of California Registered Nurse license in good standing
- State of California driver's license
- CPR/AED Certificate
- Audiometry Certificate

## **WORKING CONDITIONS**

### **ENVIRONMENT**

- Indoor/office setting
- Driving a vehicle to conduct work
- Subject to attending evening meetings

### **PHYSICAL ABILITIES**

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations
- Seeing to read and write reports
- Bending at the waist, kneeling, or crouching to file materials
- Reaching overhead, above the shoulders, and horizontally
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Operate vehicle to travel independently on short notice to other district or community locations

## **SALARY PLACEMENT**

In accordance with the Certificated Administrator Salary Schedule.