

HEALTH SERVICES COORDINATOR**Job Summary**

Under the direct supervision of the Director of Special Services, coordinates, collaborates, and implements a comprehensive health services program for the District. The Health Services Coordinator provides leadership in developing and implementing the basic health services program in the district. The Health Services Coordinator strengthens the educational process through evaluation, improvement and protections of the health status of children and school personnel according to state law and District policies and procedures. The Health Services Coordinator oversees all Health Care Staff in the district.

Required Qualifications:

- Must possess a Bachelor's degree in Nursing or related field
- Current and Valid Registered Nurse (RN) License (issued by State of CA)
- Preliminary School Nurse Credential or ability to obtain Preliminary School Nurse Credential
- Current and Valid CPR and First Aid Certification
- Current and Valid California Driver License
- Valid Audiometric Certification or ability to obtain within six (6) months of employment

Desirable Requirements:

1. Previous experience in a school nursing preferred.
2. Bilingual (Spanish/English)

Essential Functions for this position, which may change or evolve in the future, are but not limited to, the following:

1. Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through
2. Utilizes existing health resources to provide appropriate care of students
3. Assists in the formation of health policies, goals and objectives for the school district
4. Provide leadership to the district health program
5. Conducts health services, monitoring and health education as a professional staff member
6. Responsible for the administration of the LEA Medi-Cal billing program
7. Responsible for the targeted Case Management functions in accordance with State law, District Policies and procedures of the Board of Registered Nurses
8. Provide a written assessment or log for each individual examinee
9. Communicate student needs to staff, health care professionals, administrators, and parents.
10. As part of the IEP (Individual Education Plan) Team:
 - a. Obtain a health and development history
 - b. Conduct vision and hearing evaluation as part of initial and triennial assessment
 - c. Develop appropriate goals/plans related to the IEP
11. Conduct all manner of health-related exams, mandated or otherwise
12. Coordinate, collaborate and implement mandated School Health Screenings including vision, hearing
13. Assist in planning the Tuberculosis screening program for eligible District employees and district parent volunteers
14. Prepare and file mandated reporting as follows:
 - a. Immunization Assessment of Kindergarten Students Report
 - b. School Mandate for TB Skin Testing
 - c. Annual CHDP School Report
 - d. Annual report for hearing testing
15. Complete mandated forms and district required casework
16. Conducts or supervises nursing and development assessments for students in Special Education
17. Develop and maintain health plans to meet student's individual needs incorporating physician's plans as needed
18. Serve as liaison between outside agencies and District

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19. Train appropriate school personnel in the following areas related to their duties:
 - a. Immunization compliance
 - b. Health record keeping
 - c. Administration of first aid, universal precautions
 - d. Medication administration
 - e. Communicable disease reporting and exposure notices
 - f. CPR and First Aid administration
20. Coordinates and assist programs related to school site safety
21. Administer and monitor medication distribution to students when other Health Care Staff is not available.
22. Interprets the health and development status and results of medical findings concerning the student and communicates to the appropriate school personnel
23. Organize faculty and staff trainings
24. Coordinates, consults and serves as a resource for students, staff and parents
25. Supervise and evaluates the performance of assigned staff
26. Participates in 504 team in planning accommodations when there is a health concern
27. Analyze problems and develops solutions related to health among the sites and/or district
28. Responsible for continuing self-education and professional development, as well contribute to the professional development of staff.
29. Serves as the District's expert and advocate on health matters.
30. Perform other related duties as assigned

Knowledge:

1. Provisions for a school environment conducive to learning and safety
2. Procedures and crisis intervention for acute illness, injury and emotional disturbances
3. Federal and state laws, California Education Code, district policies and regulations, and information related to school nursing
4. Medication effects and proper administration procedures
5. Proper operation of specialized health assessment instruments
6. Modern medical terminology, equipment and techniques
7. Accepted testing techniques for hearing, vision and other screenings
8. Interpersonal skills using tact, patience and courtesy
9. Oral and written communication skills
10. Public health agencies and local health care resources
11. Modern office practices, procedures and equipment
12. Record-keeping techniques
13. Principles and practices of supervision and training

Ability:

1. Develop and implement appropriate health care plan
2. Screen students for vision, hearing and other problems
3. Perform technical duties related to assigned components of the IEP program
4. Train and provide health information to parents, students and staff
5. Identify various health needs, and unusual and critical cases such as child abuse, and recommend appropriate action
6. Maintain records and prepare comprehensive reports according to established rules, regulations and State mandates
7. Establish and maintain files, records, reports and referrals
8. Communicate effectively both orally and in writing
9. Plan and organize work
10. Read, interpret, apply and explain rules, regulations, policies and procedures
11. Establish and maintain cooperative working relationships with colleagues and supervisors

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12. Maintain confidentiality
13. Achieve positive relations by maintaining effective communication with staff, students, parents and community stakeholders.
14. Ability to deal and evaluate stressful and/or emergency situations.
15. Relate positively and proactively to staff, students and parents in conflict situations.

Physical Requirements

1. Facility to sit or stand for extended period of time
2. Vision to see and read and distinguish colors, with or without correction, medical materials, student files and records, laws and rules and other printed material
3. Vision to observe physical symptoms of medical conditions
4. Hearing to understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate office equipment and to utilize medical equipment using both hands
6. Speaking in audible tones so that others may clearly understand instructions in presentations, explanations and directions in normal conversations, in training sessions, on the playground, in other meetings and on the telephone
7. Physical ability to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height
8. Physical ability to bend at the waist and turn/twist to examine students and administer first aid or CPR
9. Operate a car to travel between school sites and for community visits

Working Environment:

1. Potential for contact with blood-borne pathogens and communicable diseases
2. Office, school, campus, community environment, school field trips
3. Constant interruptions

Note: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Salary: Certificated Management Schedule Range 3

Duty Days: 199