

**CALAVERAS UNIFIED SCHOOL
DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300**

JOB TITLE: Health Services Coordinator, District Credentialed School Nurse
WORK YEAR: 215-day

JOB DESCRIPTION: Under the direction of the Director of Educational Services, the Coordinator of Health Services will plan, organize, and coordinate the District's Health Services programs to provide timely delivery of high quality services to students, school staff, school sites, and departments; communicate the health care needs of students, communicate District policies and procedures to staff, parents, and students; and ensure compliance with State and Federal law and District Policies and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

1. Provides information and direction to site administrators regarding district-wide and site-specific issues regarding student health (E)
2. Submits mandated State reports: Immunizations, Hearing, and Oral Health Assessment; (E)
3. Schedules vision and hearing screenings; (E)
4. Conducts a program of communicable disease prevention control; (E)
5. Is a member of the District 504 team, interprets medical findings and assists with the development of health-related learning objectives and safety; (E)
6. Prepares and maintains pertinent health and other related files, records and reports according to established procedures; reviews findings to evaluate the health status of pupils; assures compliance with state and federal mandates for health care; (E)
7. Counsels, guides pupils, family members and staff, on individual health needs, including interpretation of health appraisals and standards of typical growth and development; (E)
8. Serves as a resource to school and District staff in relating health instruction and guidance for the needs of individual students and provides inservice for staff; attend IEP and 504 as required (E)
9. Coordinates the district-wide dissemination of information regarding communicable diseases for (parents, staff and students); (E)
10. Develops letters, forms and notices to be used district-wide; (E)
11. Up-dates district health binders for use at school sites; (E)
12. Serve as the District's expert and advocate on health matters with administrators, school-level nurses, medical personnel, community service organizations, and community partners; leverage community resources to support Health Services as needed; (E)
13. Support the development and expansion of, and act as consultant and liaison for health services, consistent with District goals and strategies; (E)

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14. Advise, guide, and support school nurses, office, and site staff regarding health guidelines; ensure adherence to safety procedures, and coordinate state-mandated screening procedures such as hearing and vision; conduct audits of immunization, dental, and physical exams; **(E)**
15. Provide technical expertise, information, and assistance regarding assigned functions, unusual trends, or problems and recommend appropriate corrective action; formulate and develop effective policies and procedures to accomplish stated goals; communicate health policies to others and provide consultation to assigned staff regarding health services; **(E)**
16. Provide feedback on the practice of nurses and UAPs, to ensure appropriate patient care, and feedback on the practice of school nurses to ensure development of student health plans, documentation of nursing services, adherence to assessment guidelines and IEP/504 team participation, use of universal precautions and proper safety procedures, as well as proper coordination and performance of required screenings; **(E)**
17. Coordinate the induction of new school nurses, and provide direction and support to school nurses on the training of UAPs; **(E)**
18. Provide feedback to the Director and principals on the practice of the school nurse, LVN, and UAP; provide input to the Director to consider in the performance evaluation of the school nurse, LVN, and UAP; **(E)**
19. Observe the school site health service area to ensure compliance with legal and county requirements regarding the maintenance of the functional service area including the availability of proper supplies, the proper storage and disposal of medications, and the following of appropriate documentation systems; **(E)**
20. Coordinate school health services with Special Education and Section 504 Accommodations; coordinate training of staff at school sites related to students with special healthcare needs; **(E)**
21. Perform program analysis, assist with recruitment and hiring of school nurses and other Health Services staff, schedule and monitor employee work calendars, compile information and data, and make recommendations regarding the needs, objectives, and programs regarding health care services. **(E)**
22. Coordinate and track the services of contracted agencies and staffs in providing health services to students; verify and track expenditures of agency staffs; **(E)**
23. Provide leadership and assistance in managing infectious illness outbreaks; **(E)**
24. Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities, and operations; compile and submit reports to state agencies and the board as appropriate; **(E)**
25. Review and assist with budget development; analyze and review budgetary and fiscal data to ensure accuracy; and monitor and screen expenditures in accordance with established guidelines; **(E)**
26. Participate in District and Community committees as appropriate, including the Wellness Advisory Committee, County Health Services Advisory, County Oral Health Task Force; attend various District and community meetings regarding health issues, including active participation in the Medi-Cal Collaborative; **(E)**
27. Plan, coordinate, and arrange for appropriate training of nurses and UAPs; encourages professional development and participation in conferences and workshops addressing a range of school health issues; **(E)**

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28. Collaborate with other District departments for staff development related to health concerns; **(E)**
29. Review and stay abreast of current developments, literature, and technical source information to maintain proficiency related to job responsibilities and school and student health needs; **(E)**
30. Writes and/or up-dates district policy regarding student health and health services; **(E)**
31. Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities; **(E)**
32. Work with personnel director and safety officer on employee health problems; **(E)**
33. Monitor T.B. clearance for all employees / Supervise district-wide tuberculosis screening programs for staff; **(E)**
34. Assist in the development of health education curriculum; **(E)**
35. Supervise the district-wide emergency epinephrine standing order program; **(E)**
36. Coordinate the Medi-Cal LEA Program; **(E)**
37. Coordinate the SMAA Program; **(E)**
38. Maintain District – Nurse Department web page. **(E)**
39. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- a. Budget preparation and control;
- b. Strategic planning and decision-making processes;
- c. Board Policies and Procedures, California Education Codes, and California Code of Regulations as it relates to health services; and State laws governing health services in schools;
- d. Child and adolescent development (physical, cognitive, behavioral, emotional) and ability to use this information to provide staff with insight to support student health needs;
- e. The IEP and Section 504 process and related school district policies and procedures;
- f. California Immunization Requirements;
- g. Medication effects and proper administration procedures;
- h. Proper operation of specialized health assessment instruments;
- i. Modern medical terminology, equipment and techniques;
- j. Accepted methods and principles of personal hygiene;
- k. Diagnostic methods for medical conditions and diseases;
- l. Health and safety regulations;
- m. First aid and CPR procedures;
- n. Operation of standard office equipment including a computer and assigned software.

Ability to:

- o. Negotiate service contracts;

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- p. Complete work with multiple interruptions;
- q. Plan, prioritize and organize work;
- r. Read, interpret, apply and explain rules, regulations, policies and procedures;
- s. Utilize interpersonal skills using tact, patience, and courtesy;
- t. Establish and maintain files, records, reports and referrals, according to District procedures and State and Federal mandates;
- u. Apply principles and practices of management, supervision, and training;
- v. Meet schedules and timelines;
- w. Provide feedback in a manner that inspires accountability among colleagues and direct reports;
- x. To interpret medical information and provide school staff with an understanding of student health needs in the school environment and during other school activities;
- y. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff;
- z. Maintain confidentiality on issues concerning program and staff;
- aa. Communicate effectively both orally and in writing;
- bb. Analyze situations accurately and adopt an effective course of action;
- cc. Establish and maintain cooperative and effective working relationships with others;
- dd. Work independently with little direction;
- ee. Meet schedules and time lines;
- ff. Prepare reports as needed for program;
- gg. Sit and stand for extended periods of time;
- hh. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone;
- ii. Hear and understand speech at normal levels and on the telephone;
- jj. See and read the computer screen and printed matter with or without vision aids;
- kk. Speak so that others may understand at normal levels to small or large groups, and on the telephone;

PHYSICAL

- **Standing/Walking/Bending/Stooping:** Frequently; Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 27 pounds to waist height.
- **Sitting:** Occasionally; while performing classroom duties.
- **Lift/Carry:** Frequently; up to 27 pounds; waist height.
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using step ladder.
- **Kneeling/Crouching/Crawling:** Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.

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- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

Employment Standards

- Baccalaureate degree, required; Master's degree, preferred.
- Professional Clear California School Nurse Services Credential.
- California Registered Nurse license.
- California School Audiometrist Certificate.
- Public Health Nurse Certificate, preferred.
- Valid CPR certificate.
- Valid California Driver's License with proof of auto insurance.
- Private Transportation.
- Required: Five years increasingly responsible supervisory and school nursing experience; advanced degrees in nursing and/or public health preferred; experience in health education and pediatrics.

SALARY: Placement on Management Salary Schedule Range 6

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by individuals holding this position and additional duties may be assigned.

BOARD APPROVED: 12/14/2022