

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:      COORDINATOR, HEALTH SERVICES**

### **BASIC FUNCTION:**

Under supervision of the Director of Student Support and Health Services, 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 health mandates.

### **ESSENTIAL FUNCTIONS:**

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.

Support the development and expansion of, and act as consultant and liaison for health services, consistent with District goals and strategies.

Advise, guide, and support school nurses 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.

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.

Provide feedback on the practice of school nurses to ensure appropriate patient care, 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.

Coordinate the induction of new school nurses, and provide direction and support to school nurses on the training of health assistants, health clerks, and other health-related personnel.

Provide feedback to the Director and principals on the practice of the school nurse; provide input to the Director to consider in the performance evaluation of the school nurse.

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.

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.

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.

Coordinate and track the services of contracted agencies and staffs in providing health services to students; verify and track expenditures of agency staffs.

Provide leadership and assistance in managing infectious illness outbreaks.

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.

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.

Participate in District committees as appropriate, including the Wellness Advisory Committee; attend various District and community meetings regarding health issues, including active participation in the Medi-Cal Collaborative.

Plan, coordinate, and arrange for appropriate training of Health Services staff; encourages professional development of Nursing and Health Services staff participation in conferences and workshops addressing a range of school health issues.

Collaborate with other District departments for staff development related to health concerns.

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.

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.

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Health Services.

Demonstrate leadership to all stakeholders, and develop new methods or solutions inspiring others to reach a common goal.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and coordination of the Health Services of the District.  
Research-based programs and practices that support the health and wellness of the whole child.  
Negotiating service contracts.  
Strategic planning and decision-making processes.  
School nursing services and procedures.  
Specialized physical health care procedures, CPR, First Aid, and AED.  
Medication effects and proper administration procedures.  
Diagnostic methods for medical conditions and diseases.  
Universal safety precautions and procedures for cleaning and sanitizing.  
Modern medical terminology, equipment, and techniques.  
Proper operation of specialized health assessment instruments.  
Testing techniques for hearing, vision, scoliosis, and other screenings.  
Current practices and trends relating to school health, and factors influencing the learning process.  
Testing techniques for hearing, vision, scoliosis, and other screenings.  
Current practices and trends relating to school health, and factors influencing the learning process.  
Budget preparation and control.  
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.  
Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Coordinate the health care needs of students.  
Manage change and design an effective system of reporting progress and monitoring results.  
Provide feedback in a manner that inspires accountability among colleagues and direct reports.  
Respond effectively and expeditiously to emergency medical situations.  
Maintain confidentiality and adhere to FERPA and HIPPA guidelines.  
Share health information with other professional persons in a confidential manner.  
Assist with grant proposal writing.  
Support school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all diverse communities.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain laws, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and deadlines.  
Prepare and present comprehensive narrative and statistical reports, including state, county, and local mandated reports.  
Operate a computer and related software.

Meet State and District standards of professional conduct as outlined in Board Policy.  
Work independently with little supervision.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor of Science in Nursing (BSN) with five years increasingly responsible supervisory and school nursing experience; advanced degrees in nursing and/or public health preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Registered Nurse License.

Hold a valid School Nurse Services Credential.

Valid California driver's license; personal automobile for job-related travel and proof of insurance.

Current Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) certification issued by an approved program.

**WORKING CONDITIONS:**

Office and school site environment; drive a vehicle to conduct work.

**BOARD APPROVED:** June 13, 2017