

TITLE: COORDINATOR, HEALTH SERVICES

QUALIFICATIONS:

1. Valid California School Nurse Services Credential
2. Valid California Administrative Services Credential
3. Current First Aid Certificate and Pediatric CPR Training Certificate
4. Responsible experience in related health services; experience in public school, children's health or community health services preferred
5. Knowledge of principles of child development, health and nutrition
6. Knowledge of community organizations and resources related to health services
7. Knowledge of principles and practices of supervision and administration
8. Ability to establish and maintain effective working relationships with staff, students and community; ability to communicate effectively orally and in writing with staff and public
9. Valid driver's license and personal car for use on district business

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To strengthen the educational process by providing leadership in planning, implementing and coordinating school health programs

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and directs district health programs, services and activities
2. Develops plans to provide and enhance district health programs and services; identifies and develops applications for alternative funding sources as appropriate
3. Serves as resource for district staff in health-related areas; provides training and information to assure compliance with laws, regulations and practices
4. Supervises, trains and evaluates health services staff; coordinates schedules and activities to ensure effective delivery of department services
5. Maintains current knowledge, skills and expertise in school health related areas
6. Provides consultation and inservice for staff, students and parents as needed; serves as resource for schools during health emergencies
7. Conducts staff training in variety of health areas including but not limited to first aid, emergency medical procedures, and nutrition
8. Serves as district's liaison for health-related issues with community groups, government agencies, professional organizations, physicians and other health services entities
9. Participates in meetings with district staff and outside agencies as necessary to coordinate comprehensive health services for district students; confers with staff and parents to ensure proper integration of health services and overall educational goals
10. Maintains records and prepares reports as required
11. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 19

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.