

TITLE: PROGRAM SPECIALIST – HEALTH SERVICES

QUALIFICATIONS:

1. California School Nurse Credential
2. Three years of school nurse or other public health nursing experience
3. Knowledge of principles of coordinated school health, child development, community health, nutrition and health education
4. Ability to communicate effectively orally and in writing
5. Valid California driver's license and personal car for use on district business

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To assist and support district staff and community in implementing and promoting coordinated school health program to strengthen and facilitate educational process

PERFORMANCE RESPONSIBILITIES:

1. Provides support and facilitates coordination of Health Services staff and programs
2. Serve as liaison to outside agencies and community organizations to promote collaborative participation in coordinated school health process for District
3. Facilitates transition of newly hired school nurses into school environment including providing information on relationship between Education Code, Business and Professions Code and Nurse Practice Act
4. Assists in identifying, developing, implementing and evaluating programs and services to meet needs of students, staff and families and support educational process
5. Assists in coordination and oversight of family/community resource centers
6. Assists in and facilitates development, promotion, implementation and dissemination of information on Health Services programs and services that meet existing and/or newly identified needs of students, staff and/or families
7. Assists in implementation and provision of appropriate activities as part of sustainability plan for Healthy Start
8. Assists in training, in-servicing and support of paraprofessionals, clerks and other staff as assigned
9. Assists in oversight, training, implementation and monitoring of Local Education Agency Medi-Cal, Medi-Cal Administrative Activities and Targeted Case Management
10. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; teachers' salary schedule

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.