

ADMINISTRATION

Coordinator of Health Services

Brief Description of Position

To serve as the Health Services administrator on the Administrative Cabinet. To provide leadership to school health, safety and wellness programs which strengthen the educational process through the improvement of health status and expansion of the knowledge base of children, youth, parents, staff and the community at large. Conducts health services, health education and other duties as a staff member with a professional relationship to classified and other certificated personnel. Functions in accordance with State law, District Policy and procedures and the Board of Registered Nurses.

Administrative Relationships

1. Directly responsible to the Superintendent or designee.

Qualifications

1. California School Nurse Credential.
2. California Registered Nurse License.
3. A baccalaureate or higher degree from an accredited institution.

Duties and Responsibilities

1. Provide strategic leadership and direction in the development, interpreting and implementation of district health policies in accordance with current federal, state and local laws and regulations.
2. Provides leadership in establishing, developing, evaluating and reporting procedures and programs related to student, staff and community health, wellness and safety.
3. Serves as the chairperson of the LEA Collaborative and coordinate LEA MediCal and MediCal Administrative Activities billing.
4. Provides leadership and coordination of programs directly related to control of communicable diseases, health education, prevention education, safety and wellness.
5. Consults with, conducts in-service trainings and serve as a resource person to staff, students and the community in the areas of health, safety, prevention and wellness.
6. Serve as a member of the Healthy Start/Neighborhood Partnership Collaborative and/or other community collaboratives in the area of school and community health, safety, prevention and wellness.
7. Provide leadership and direction in the development, interpreting and implementation of any section or sections of the comprehensive health education curriculum in coordination with other departments.
8. Provide strategic leadership and direction in the development, implementation and coordination of programs related to school site safety.
9. Provide strategic leadership and direction in the development, implementation and coordination of employee health and safety programs related to improved employee wellness and productivity.
10. Perform outreach to, collaboration with and serve as a liaison to city, county, state, community agencies and clinics to ensure that programs are well integrated to facilitate greatest positive impact on participants.
11. Provide leadership and mentoring to Health Services staff and others.
12. Insures that the goals and requirements of all grants and other sources of funding for programs administered in through the Health Services Department are met appropriately.

13. Assist in identifying and actively pursuing new revenue sources to sustain and expand health programs and services for students, staff and families of Delano.
14. Supervises assigned clerical, school nurses, vision and hearing screener, Prevention Education Program Specialist, Health Services Program Specialist, Community Connection Supervisor, family advocates. Community outreach/liaisons and specialized health care aides.

Incorporated within one or more of the preciously mentioned essential functions of this job descriptions are the following essential physical requirements. The applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. **The categories refer to the overall requirements on an annual basis.**

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|----|------------|----------------|----|---------------|----------------|
| 1. | Seldom | =Less than 25% | 3. | Often | =51-75% |
| 2. | Occasional | =26-50% | 4. | Very Frequent | =76% and above |

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations |
| <u>1</u> | b. | Ability to stand for extended periods of time |
| <u>3</u> | c. | Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels |
| <u>3</u> | e. | Ability to communicated so others will be able to clearly understand a normal conversation |
| <u>1</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push and pull |
| <u>1</u> | g. | Ability to lift at least 20 lbs. |
| <u>2</u> | h. | Ability to carry at least 15 lbs. |
| <u>1</u> | i. | Ability to reach in all directions |
| <u>1</u> | j. | Ability to pass depth perception test. |

OTHER RELATED FUNCTIONS OF THIS POSITION

Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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