

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Coordinator of Health Services

**DEPARTMENT/DIVISION:** Student Services

**POSITION SUMMARY:** Under the direction of the Director of Student Services and Curriculum, to plan, organize and direct Health Services for the District, and provide leadership and direction for the development of health services programs which will result in improved student educational performance. Develop partnerships with private foundations, public agencies, business and community based organizations to increase the quality and quantity of services available to children in the Tracy Unified School District.

**ESSENTIAL FUNCTIONS:**

1. Oversee the development and implementation of a comprehensive health services program which includes improving student access to social and health services, decreasing absenteeism secondary to health problems and ensuring state-mandated health screenings.
2. Develop and implement a comprehensive communication program to inform families about services available through federal, state county and community-based organizations. Counsel students, parents/caregivers, and school staff by guiding children, parents/caregivers, and school personnel in identification and appropriate utilization of private and public health care delivery services and problem-solving health and social relation attendance problems.
3. Represent the District at meetings with social services, health services, and other community based agencies to facilitate the coordination and collaboration of comprehensive student and family support services.
4. Keep accurate records and make available information appropriate for inclusion in the cumulative record of the students. Executes and prepares forms, records, and reports for the health program at the school site, District and state level.
5. Organize mandatory health screening programs according to state law.
6. Oversee the immunization program and the Child Health and Disability Prevention Program.
7. Interpret health assessments to parents/caregivers, school staff, and other professionals directly concerned with the students; collaborate with the Special Education Department in the development of Individualized Educational Plans.
8. Supervise the distribution of medication taken by students.
9. Participate in planning the implementation of proper emergency care and first aid for sudden illness or accident, and gives assistance when available.

10. Assist school staff in the control of communicable diseases through early detection, exclusion and reporting.
11. Responsible for obtaining sources of established and new funding grant and foundation monies.
12. Administer and document administration of grant funds.
13. Administer program budget, determining staffing and program needs; prepare budget justification; review and authorize expenditures.
14. Continue to evaluate the effectiveness of Health Services and make recommendations for implementation and needed changes to the Director of Student Services and Curriculum.
15. Plan, design, solicit funding, coordinate and implement school linked health and social services at school sites.
16. Plan, coordinate and document district employees' compliance to OSHA (Occupational Safety and Health Administration) Title 29, Part 1910.1030, Blood borne Pathogen Exposure Control.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Valid California School Nurse Services credential, valid California Registered Nurse License required. Bachelor's degree required, Master's degree preferred. School Audiometrist Certificate, current CPR certificate and valid California Driver's License required. Prior successful experience as School Nurse preferred.

**SKILLS AND QUALIFICATIONS:**

1. Ability to communicate effectively, orally and in writing; establish and maintain effective working relationships.
2. Ability to select and manage certificated and classified staff in order to develop skills and abilities that match program needs and enhance program effectiveness.
3. Analyze Health Services programs and adopt effective courses of action necessary for program improvement.
4. Ability to collect and compile data and prepare appropriate State, Federal and District mandated reports, and provide program analysis and positive direction.
5. Ability to establish collaborative school/community efforts and recognize student health and social needs.
6. Knowledge of state and federal regulations and district policies and procedures which govern Health Services program and curriculum including program management and funding.
7. Knowledge of District evaluation and assessment standards and procedures related to certificated and classified staff.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

**DAYS OF SERVICE:** 220 Days of Service

~~Range 24~~

**SALARY: LME 41**

Board Approved: Elem. 06/01/93

H.S. 06/22/93

**REVISED: 9/14/10**

**11/8/16 (range only)**