

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, School Nursing

Purpose Statement

The job of Coordinator, School Nursing is done for the purpose/s of providing countywide nursing leadership, consultation and direction for the implementation and development of coordinated school health programs.

Essential Functions

- Assists appropriate community health agencies for the purpose of developing and distributing pertinent student health care materials.
- Collaborates with school districts, local health care providers and other county agencies and organizations for the purpose of promoting and/or securing healthcare services for students and their families.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, worker's compensation cases, accident reports, etc.) for the purpose of analyzing issues, developing protocols, ensuring compliance with organization policies and procedures, monitoring program components and meeting reporting requirements.
- Conducts monthly meeting with local school nurse leaders for the purpose of providing opportunities for networking, disseminating information, offering professional development and updating standards and protocols for school health services.
- Develops professional growth opportunities for local school nurses and other staff for the purpose of obtaining continuing education contact hours for nursing relicensure.
- Maintains the online School Health manual for the purpose of providing information required by legal requirements and professional standards.
- Orients new school nurses for the purpose of establishing familiarity with program, services, and required processes.
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or gathering information required to perform functions.
- Promotes communications regarding school health issues among county school nurses and others via the SDCOE school nurse website for the purpose of increasing access to health-related information, service and care providers.
- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to teachers, and other school personnel.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing local school nurses and other applicable staff and community agencies with updated research and current information on school health issues.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

- Serves as liaison and resource expert in school nursing and school health program areas for local school health care providers, administrators, staff, parents and community health agencies for the purpose of providing resource information and consultation regarding school health issues, health care resources, laws and standards of practice.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and using pertinent software applications; adhering to safety practices and procedures; administer first aid and/or prescribed medications; handling hazardous materials; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; environmental issues; national, state and local trends in school health; child growth and development; interventions for schoolage children and youth; and current trends and practice standards in nursing and healthcare delivery systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency A Master's degree in nursing or a related field and experience in nursing leadership role at elementary, secondary and special education levels are preferred.

Required Testing

Certificates

CA Registered Nurse License
CPR Certificate
Current CA School Nurse/Health Services
Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 45

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