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**Position: District Health and Wellness Coordinator**

**Department: District Office**

**Reports To: Chief Human Resources Officer**

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**BASIC FUNCTION:** Under the general supervision of the CHRO, the District Health and Wellness Coordinator is responsible for coordinating the Health and Wellness Program. Evaluate services in the District health programs to plan for more comprehensive services for the child, family, and staff as necessary; assist in the formulation of the District's wellness and health program. Components to include: Nutrition Services, Health Services, Health and Safe School Environment, Counseling and Mental Health Services, Staff Wellness Promotion, Parent and Community Involvement, Physical Education, and Health Education. Supervise and coordinate the work of the District Health Care staff. Provide training and continuous updates on best practices for working with students and staff in the area of health.

**REPRESENTATIVE DUTIES:**

1. Assess and evaluate the health and developmental status of pupils to identify specific physical disorders and other factors relating to the learning process.
2. Interpret the health and developmental assessment and medical/nursing findings to parents, teachers, administrators and other professionals directly concerned with the pupil.
3. Design individual health support plans to meet the individual health needs of students, including "full inclusion" students.
4. Refer students/family to appropriate community resources as necessary.
5. Maintain communication with parents and all involved community practitioners or agencies to promote needed treatment and secure reports of findings pertinent to educational planning.
6. Provide for the delivery of specialized physical health care procedures in accordance with California State Department of Education guidelines.
7. Serve as the liaison with the county health department.
8. Train staff of various medical procedures as needed to maintain student's health during the school day.
9. Serve as the COVID Practitioner- doing contact tracing and overseeing the documentation needed.

Provide for identification district-wide of other health problems, referral and follow-up.

- Communicable disease control.
- Vision and hearing screening as mandated
- Dental screening.
- Scoliosis screening as mandated
- Coordination of the CHDP (Child Health and Disability Prevention) Program.
- Referrals for medical assessment of ADHD/ADD, as needed

Counsel pupils and parents:

- Assisting children and youth, parents, and school personnel in identifying and utilizing appropriate and mutually acceptable private and community health delivery services for professional care and remediation of defects.
- Counseling with parents, pupils, and school staff regarding health-related attendance problems.
- Helping parents, school personnel and pupils understand and adjust to physical, mental and social limitations.
- Exploring with families and pupils, attitudes, information and values which affect their health behavior.
- Assisting parents and pupils to solve financial, transportation and other barriers to needed services.
- Developing and maintaining community linkage.

Supervise and provide for emergency care and crisis intervention for health and injury problems at school sites.

Coordinate with personnel department and school principals for child abuse/neglect reporting, safety committee, tuberculin skin testing and the District Bloodborne Pathogen Plan.

**Coordinate immunization programs to assure that every student's immunization status is in compliance with the law and recommended medical practice. Train and supervise technical skills of Health Clerks at school sites.**

Consult, provide leadership, and serve as a resource person to teachers and administrators in comprehensive health education, including family life and HIV/AIDS education.

Provide program direction for Medi-Cal, LEA Billing option. Maintain appropriate health and service records and provide reports as required including an Annual Report.

**ABILITIES:**

Leadership - to maintain a good working relationship with other district staff.

Organizational Skills - to develop district health service programs.

Communication Skills - to deal with parents, students and school staff effectively.

Technical Skills - to deliver quality professional nursing services and trainings.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

**Valid California RN License.**

Two years experience working as a school or district nurse is desirable, but not required

C.P.R. and First Aid Instructor desirable.

Computer skills are desirable.

**WORKING CONDITIONS:**

Office and school environment.

Subject to driving from site to site.

Subject to constant interruptions.

Addressing the health and medical concerns parents and teachers have about their children.

Position requires the ability to see, hear, and speak.

**TERMS OF EMPLOYMENT**

12 Month Position

**EVALUATION**

The Chief Human Resources Officer will evaluate performance of this position

Board Approved: 9/1/21

Revised: 11.29.21