



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV-Health Services Comprehensive Health Educational Services</b>	<b>#5063</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's degree from an accredited college or university with an emphasis in a related field. Possess or pursue a credential with authorization in Health Services or related field. Experience in working with diverse K-12, student populations. Must possess a valid California Registered Nurse License. Experience coordinating programs within the school or community setting.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid credential with authorization in Health Services. Five years of experience working in a related field. Possess skills in home visiting and case management. Possess a Public Health Certificate. Possess a Master's Degree.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Possess a valid California Registered Nurse License. Provide leadership in the area of comprehensive health in grades K-12 nursing services. Function in grades K-12 care or other health related grants and programs. Provide leadership in organizing student educator trainings and professional development, parent education meetings, student health related activities and community events. Possess effective communication skills, content knowledge and a mastery of a range of teaching strategies necessary to meet the needs of students. Evaluate program quality and provide professional expertise to refine and make program improvements.

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the Director of Comprehensive Health Programs, supports the implementation of comprehensive school health and nursing services. Work collaboratively with the staff at the respective school sites to promote and support student health and well-being through case management and the coordination of care with school and community health care providers. Provide standardized developmental screenings to students in grades K-12. Participate on county-wide and community groups that address school health issues. Secure federal, state and local program funding through grant

applications. Participate in the LEA Medi-Cal Billing Option and Medi-Cal Administrative Activities programs. Provide trainings to school site staff in the areas of student health issues and needs.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assess and evaluate the health and development status of students utilizing standardized assessment tools.
14. Assist with the development and update of the emergency preparedness and response plan.
15. Participate in the LEA Medi-Cal Billing Option program and the Medi-Cal Administrative Activities program.
16. Interpret and communicate assessment findings within guidelines for confidentiality to parents, teachers, administrators, and other educational professionals directly concerned with the pupil to promote needed treatment.
17. Conduct home visits when necessary.
18. Provide case management to assist the pupil and parent or guardian in accessing appropriate community resources for necessary services.
19. Interpret medical and nursing findings appropriate to the student's Individual Family Service Plan or Individual Education Plan in making recommendations to professional personnel directly involved.
20. Participate in infection control and prevention of communicable diseases in the schools.
21. Writes grants to enhance programs.
22. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.