



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Coordinator IV, Health Services County Operated Schools and Programs	#5062
SALARY PLACEMENT:	Management Salary Schedule Range 14	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree from an accredited college or university. Must possess a valid California Registered Nurse License. Must possess or qualify for a School Nurse Services credential. Previous experience coordinating programs within the school setting and working with community agencies. Current CPR certification.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Possess a Public Health Certificate. School Nurse experience preferred. Possess or qualify for California audiometry certification. Previous experience working with diverse K-12 student population.

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:

Function in a leadership role for professional development workshops, program design and school improvement initiatives. Evaluate the quality of curricular organization, instructional programs and instructional materials. Knowledge of the special education process. Demonstrate effective communication skills, content knowledge and a mastery of a range of teaching strategies necessary to meet the needs of diverse students. Function as a member of County Operated Schools Program School Site Council. Write grants to support health and prevention programs in County Operated Schools Program and Comprehensive Health Programs.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of County Operated Schools and Programs and the Division Director of County Operated Schools and Programs, the School Nurse supports implementation of school health programs. Works collaboratively with staff in the San Joaquin County Operated Schools Program to promote and support the philosophy of the one.Program. Provide school nursing services and case management to students and their families enrolled in the San Joaquin County Operated Schools Program. Serve as the Safe and Drug Free Schools and Community coordinator. Participate in Medi-Cal Administrative Activities. Conducts student/family home visits. Provide staff development on health and safety issues. Coordinates school safety efforts.

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. Plan, implement, and evaluate program strategies for various grants that involve the County Operated Schools and Comprehensive Health Programs.
14. Assess and evaluate the health and development status of students to identify bio-psycho-social issues including substance use and other factors relating to the learning process.
15. Design and implement student Individual Health Plans to meet the health needs of students in the educational setting.
16. Coordinate immunization programs with county Public Health Department and maintain records in accordance with State law.
17. Interpret medical and nursing findings appropriate to the student's individual educational plan and make recommendations to professional personnel directly involved.
18. Participate in infection control and prevention of communicable diseases in the schools.
19. Teach health-related subjects under the supervision of a classroom teacher.
20. Write grants to secure funding for Health and prevention programs for County Operated Schools Program and Comprehensive Health Programs.
21. Participate in all aspects of facilitating student activities and quests.
22. Administer first aid, medication, and specialized medical treatment for the purpose of providing appropriate care of injured children.
23. Conduct programs (health screenings, vision, hearing, immunizations, and scoliosis, etc.) for the purpose of complying with the law.
24. Develop and maintain health and emergency care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
25. 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.