

YUBA COUNTY OFFICE OF EDUCATION
Certificated Management Job Description

SCHOOL NURSE COORDINATOR

DEFINITION:

Under the direction of the Assistant Superintendent of Special Education & SELPA, the School Nurse Coordinator is responsible to coordinate nursing department/staff, provide direct school nursing services, provide staff training, assist in planning school health programs, and act as a resource person. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent of Special Education & SELPA

SUPERVISION OVER:

- Licensed Vocational Nurse
- Other related nursing department staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates nursing team of LVN's and other related nursing department staff to provide necessary health services to students.
- Provides direct nursing services to special education schools/classrooms operated by the County Office and the direct service schools, as needed.
- Performs or is responsible for training personnel to do specialized health care procedures.
- Serves as a liaison between the parent, school, medical, and social service providers.
- Participates in IEP meetings as requested.
- Implements California State mandated programs in the schools.
- Assesses and interprets the health and developmental status of students.
- Assesses and evaluates the emotional status of students and refers, as necessary.
- Makes recommendations on eliminating, minimizing, or accepting health and/or hygiene problems of students.
- Performs screening for hearing, vision, scoliosis, and dental needs.
- Advises and monitors illness situations with students.
- Designs and implements individual student health maintenance plans, incorporating plans directed by physician.
- Serves as a resource person in health instruction curriculum.
- Assists in planning and implementing a health education program.
- Provides staff training in CPR and First Aid procedures.
- Makes direct medical/social/emotional referrals to appropriate provider agency, as necessary.

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- Provides information to children and/or their parents about the Medi-Cal system and where and how to access applications.
- Copies and distributes Medi-Cal information to children and their families.
- Informs children and/or their parents about medical services available through school or in the local community.
- Refers children to medical services covered by Medi-Cal or other health coverage.
- Provides health-related information to children and/or their parents.
- Identifies at risk children and families and refers them to the proper agencies for services.
- Assists families and students with paperwork necessary to complete Medi-Cal and/or Healthy Families applications.
- Develops, implements, and monitors health related programs or systems for children and their families.
- Develops and maintains health resource directories.
- Participates on committees whose focus is to expand services, identify needs, or increase service utilization for health services to children.
- Participates in LEA billing and MAA program claiming activities.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- Bachelor's degree in nursing or related field required.
- Valid Registered Nurse license
- Must hold School Nurse Services credential.
- CPR certification required.
- Experience as a school nurse in the field of special education preferred.

Knowledge of:

- School health programs such as vision, hearing, scoliosis, and immunization requirements.
- Health curriculum.
- Special education programs and services for students.
- Pediatric clinic procedures and available community resources.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Relevant State and Federal laws, regulation and procedures including those related to special education.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

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Skills and Abilities:

- Communicate effectively in both oral and written form; read, understand, and follow instructions.
- Perform and/or train staff to perform any necessary specialized health care procedures.
- Implement school health programs.
- Assess health and developmental status of students.
- Establish and maintain good working relationships with county office staff, school district staff, parents, and the public.
- Advise parents and staff about reasonable and appropriate health care measures for a wide variety of health issues.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Demonstrate respect and sensitivity for cultural differences; educate others on the value of diversity; promote a harassment-free environment.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned department/program.
- Adapt to changing program/department needs.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more. Requires two or more

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persons to lift 50 pounds or more. Two person lifts recommended for students in wheelchairs.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position, and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California Driver's License with proof of automobile liability insurance.
- Valid California School Nurse Services Credential
- Valid Registered Nurse License
- CPR Certification

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated Management

Salary Range: Nurse

Approval Date: March 11, 2026

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.