



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: COORDINATOR HEALTH SERVICES
WORK YEAR: 215 Days
REPORTS TO: Director of Pupil Services

BASIC FUNCTION:

Under the direction of the designated Director of Pupil Services, coordinates and evaluates student health services programs across the District. Creates district policies regarding health programs and manages the implementation, administration, and compliance of various health programs.

EDUCATION, LICENSES AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university is required. Master's degree preferred.
- **Experience:** Minimum of four (4) years of successful experience as a school nurse, including one (1) year of administrative experience OR two (2) years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid Registered Nurse (RN) License issued by the State of California.
- Valid Services Credential with specialization in Health/School Nurse issued by the California Commission on Teacher Credentialing (CTC).
- Valid California Administrative Services Credential or intern eligible
- Valid California Driver's License or Identification card
- Certification as an American Heart Association CPR trainer preferred.

REPRESENTATIVE DUTIES:

- Oversees the District Nurses and all school site Health Assistants
- Plans staff development, program evaluation, and implementation of the health components for specially funded programs to ensure program success.
- Interprets and supervises the implementation of regulations pertaining to school health services to ensure compliance with local, state, and federal laws.
- Performs as a liaison with individuals and organizations concerned with health, both within and outside the district and county.
- Develops and manages health services record-keeping and reporting systems to ensure compliance with local, state, and federal requirements.
- Coordinates the district's immunization program report and state dental reports to ensure compliance with local, state, and federal requirements.

- Coordinates vision and hearing testing and reporting to maintain compliance with the Education Code.
- Assesses and evaluates the health and developmental status of pupils to ensure proper services are provided to students.
- Refers students, parents, and/or guardians to appropriate community resources for necessary services.
- Coordinates and provides first-aid or other health courses for personnel as requested or required by local, state, or federal requirements.
- Provides in-service training and program coordination for school health assistants to ensure compliance with local, state, and federal requirements.
- Assists in the budgeting and requisitioning of necessary health equipment and supplies to ensure service fiscal solvency and maintain student care standards.
- Serves as the district nurse within the assigned program/department to ensure compliance with local, state, and federal requirements.
- Prepares health reports required by state, county, or district agencies.
- Serves as the district liaison nurse with local, county, state, or private referral agencies regarding health needs and surveys.
- Assists with district emergency preparedness.
- Coordinates training for staff in relation to Specialized Physical Health Care Services to ensure student needs are met.
- Maintains communication with parents and involved community practitioners and agencies to promote needed treatment and secure reports pertinent to educational planning.
- Communicates with district personnel, outside agencies, and health service providers to exchange information, resolve issues, and refer health problems to proper agencies.
- Collaborates with outside organizations, including the County Department of Public Health, California Department of Education, California Department of Health Care Services, the LEA Medi-Cal Billing Option Program Ad Hoc Workgroup, and educational agencies.
- Performs job assignments safely for the purpose of protecting people and property.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State and federal laws relating to school health programs.
- Mandated school screening criteria, health assessments, and evaluation methods.
- First aid procedures, prescriptive medications, and doctors' orders for care.
- Specialized nursing services and technical health administration.
- Principles and practices of management, supervision, and budget preparation.
- Report writing and record maintenance systems.

ABILITY TO:

- Screen students for vision, immunizations, hearing, and scoliosis, and evaluate health assessment results.
- Provide first aid and instruct staff in technical nursing skills and medication administration.
- Effectively plan, develop, and implement programs related to the assignment.
- Understand, interpret, and apply complex laws, rules, and regulations.
- Dispense prescriptive medications and provide specialized nursing services.
- Maintain current, accurate records and attend IEP/IFSP meetings as an educational team member.
- Counsel parents, medical personnel, and agency representatives.
- Provide supervision, direction, and evaluation for district health department staff.
- Analyze complex issues, create structured action plans, and implement effective solutions.
- Communicate effectively both orally and in writing (Bilingual English/Spanish preferred).
- Meet state and district travel requirements and perform all duties safely.

PHYSICAL:

- Significant fine finger dexterity to perform medical procedures and input data.
- Some lifting, carrying, pushing, and/or pulling.
- Some climbing, balancing, stooping, kneeling, crouching, and crawling.
- Generally requires 15% sitting, 40% walking, and 45% standing.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to commute to various locations to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.