

# MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### HEALTH COORDINATOR

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** Range 37 Management Salary Schedule  
**WORK YEAR:** 222 Days

#### **JOB DEFINITION:**

The Health Coordinator performs a wide variety of specialized and responsible tasks including the coordination and development of a comprehensive health program. The Health Coordinator develops and implements protocols in collaboration with school leaders to help improve health, safety, and academic outcomes for all students. The Health Coordinator role includes clinical care, public health, leadership, quality improvement, and care coordination within a defined set of standards of practice.

#### **SUPERVISOR:**

Assistant Superintendent, Multi-Tiered Systems of Support

#### **POSITIONS SUPERVISED:**

Health Assistants  
Licensed Vocational Nurses

#### **QUALIFICATION REQUIREMENTS**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

#### **EXAMPLES OF DUTIES:**

*The position includes but is not limited to the following list of representative duties:*

##### **Essential Duties:**

- Coordinate all service contracts with service providers regarding health related service needs in the school district
- Serve as the district liaison with the County and State Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Oversee and support the health staff regarding the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law
- Assure that school health policies and procedures adhere to federal, state, and current standards of the Nursing Practice Act, and are correctly implemented throughout the school system.
- Coordinate with the health staff and/or through service providers the appropriate use of screening techniques in vision, hearing, dental and other tests; coordination in collaboration with health staff performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems
- Coordinate Covid-19 related efforts, including assisting sites with contact tracing and testing options, and ensure compliance by state and local health guidance.
- Coordinate and lead health staff meetings, collaboration, and training.
- Assist in creating and coordinating training for staff on matters concerning all necessary related health practices and procedures.
- Collaborate with appropriate staff to provide wellness education opportunities, as well as resources to help students, families and staff incorporate these lessons into their daily lives.
- Oversee and coordinate all health staffing needs, including determining assignments and partnering with outside staffing agencies when needed.
- Consult on health related matters in determining appropriate care for all populations of students.

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#### **Essential Duties (continued):**

- Coordinate all communication with the county health department
- Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education resources for classroom use.

#### **Other Related Duties:**

- Support MTSS Department and Facilities Department with the maintaining and distribution of PPE.
- Maintain and update the Health Services website an information on the State Dashboard
- Participate as a consultant and team member for health education in schools.

#### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies.
- Occasionally lift 40 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.
- Typically indoors work environment.

#### **REQUIRED QUALIFICATIONS:**

##### **Education:**

- Bachelor's degree from an accredited college or university.
- School Nurse Services Credential.
- A valid Registered Nurse (RN) license in California.
- Current certification in CPR.

##### **Experience:**

- Previous experience working effectively with culturally and linguistically diverse groups.
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships.
- Previous experience as a School Nurse is highly preferred

##### **Knowledge of:**

- COVID-19 guidelines issued by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), the California Department of Education (CDE), and Monterey County Public Health (SMCPH) guidelines.
- Technology and computer software applications relative to education and administration.

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**Ability to:**

- Stimulate and motivate cooperative team efforts and provide leadership.
- Use a consultative approach to resolving work related issues.
- Use strategic and analytical thinking skills and the ability to apply deductive reasoning and draw valid conclusions in order to solve problems and facilitate decision-making processes.
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision.
- Establish and maintain cooperative relationships with students, program personnel, parents, vendors, co-workers, and the public.
- Communicate effectively in the English language, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and carry-out assigned work with minimal supervision.
- Take responsibility to use good judgment in recognizing scope of authority.
- Prepare and maintain statistical records and reports.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives in accordance with assigned duties.
- Use initiative and judgment in discussing problems with the public and District staff involving District practices and policies.
- Possess a California driver's license and be insurable.

**DESIRABLE QUALIFICATIONS:**

- Experience working with culturally and linguistically diverse groups.
- Experience as a Registered Nurse within a school setting.
- Successful experience in areas of conflict resolution.
- Ability to use a consultative approach to resolving work related issues.
- Ability to speak a language in addition to English.
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships.

**Approved by the Board of Education:      August 24, 2021**