

**Health Coordinator**

**Purpose Statement**

In addition to those duties and responsibilities outlined in the RCSD School Nurse job description, the Health Coordinator is responsible for guiding the school nurses and other health staff and implementing the school health program. The Health Coordinator is responsible for completing the documents and performing the training related to school-based health services. Additionally, the Health Coordinator provides leadership, professional development, health program evaluation, coordination, development, and reporting support to the health team, administrators, teachers, and other support staff.

This position reports to the Director of Educational Services or designee.

**Essential Functions:**

Coordinates and participates in selecting personnel (e.g. certificated staff, support staff) to recommend qualified candidates to the District for employment.

Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.

Participates as a member of the District Leadership team and other District committees to provide and receive information and make decisions.

Presents information on various topics to communicate and gain feedback from staff, students, parents, and the community.

Guides nurses and health staff to support performance, provide professional growth, and achieve the Educational Support Services department's overall objectives.

Directs nursing and health functions for prioritizing project deadlines and ensuring optimal utilization of personnel.

Conducts evaluations for nursing and health staff if appropriately credentialed.

Collaborates with parents, students, health care providers, and/or other agencies to promote needed treatment, secure information, and comply with legal requirements.

Coordinates the selection, purchase, and distribution of health supplies to all school sites.

As required by state law and SELPA policy, prepares reports and maintains records for various health-related services.

Develops and monitors an annual plan for nurse and health assistant coverage at District schools.

Develops and coordinates required health screening activities and prepares annual reports as required.

Conducts department meetings and attends relevant school, District, and professional meetings.

Plans, organizes, and coordinates the functions and activities of the District's student immunization and communicable disease control programs.

Coordinates ongoing health-related training for employees (i.e., CPR, First Aid, Medication Administration, and glucagon/insulin administration etc.).

Performs home visits and/or hospital visits to verify student status.

Coordinates training for school staff members assigned to perform medical procedures or monitor a student with health needs such as food allergies, diabetes, and seizure disorders etc.

Represents District at local, county, and regional meetings as assigned.

Assists with community, parents, and staff complaint resolution.

Reports students with contagious diseases to local public health authorities to minimize infection complying with the law.

Continues to keep current with new legislation, health mandates, the Americans with Disabilities Act, and IDEA.

Performs other duties as assigned.

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### **Job Requirements: Minimum Qualifications**

#### Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions periodically. Specific skill-based competencies required to perform the functions of the job satisfactorily include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with schools, districts, and/or agencies; facilitating program goals; organizing and communicating information and concepts; applying assessment instruments; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to perform the functions of the job satisfactorily include: equipment used in activity/program; knowledge of curriculum, instruction; pertinent laws, codes, policies, and/or regulations; and relevant professional standards and practices; concepts of grammar and punctuation; and strategies and methodologies for educational settings.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem-solving is required to analyze issues and create action plans. Problem-solving with data requires independent interpretation of guidelines; and problem-solving with equipment is limited to moderate. Specific ability-based competencies required to perform the functions of the job satisfactorily include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends; being attentive to detail; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 45% sitting, 45% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. This job is performed in a generally clean and healthy environment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl, lift and climb stairs. Specific vision abilities required by this job include close vision. Occasionally perform work beyond a standard 40-hour work week when workload requires.

**Education** Master's degree from an accredited university

**Experience** Successful experience as a school nurse with a minimum of 5 years preferred.  
Demonstrated success in job related experience relevant to essential functions of this position is desired.

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**Certificates and Licenses**

California Board Certified Registered Nurse  
Valid California School Nurse Services Credential

Driver's License & Evidence of Insurability  
Valid CPR/First Aid Certificate  
California Administrative Credential preferred

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**Continuing Education/ Training**

As Needed

**FLSA Status**

Exempt

**Approval Date**

1/19/2023

**Salary Grade**

Certificated Management Schedule K