

**COORDINATOR, HEALTH SERVICES****DEFINITION:**

Under the direction of the Director, Pupil Services, responsible for providing services to all schools in the Saddleback Valley Unified School District by coordinating the various physical tests required by State law, as well as the coordination of other mandated and non-mandated programs, policies and procedures established by the District for the protection and improvement of the health of pupils and school personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate health services District wide.
- Supervise classified Health Services staff.
- Coordinate and monitor substitute health office aides.
- Coordination of LEA and MAA.
- Participate as a member of IEP/504 assessments and teams.
- Coordinate, monitor, and evaluate all health screenings, conduct vision, hearing, dental, and scoliosis screenings and recommendations for follow up.
- Obtain health appraisals of all District students; provide health counseling for all students when needed; assist students with irremediable health problems, i.e., diabetes, allergies, convulsive disorders, cardiac problems, orthopedic handicaps, etc.; give emergency care in event of accidents.
- Act as consultant to teachers, administrators, pupil services workers, and classified staff of the District relative to developing methods and techniques dealing with health-related problems of students; identify and follow-up on health problems which may interfere with learning.
- Provide in-service and staff development programs to administrators, teachers, and clerical staff on immunization rules and regulations, handling of emergency health needs, dispensing of medications to students, etc.
- Manage the prevention and control of contagious diseases; provide crisis intervention; participate in disaster preparedness.
- Assist in identifying special education students and students with Section 504 needs.
- Develop and implement health curriculum.
- Identify child abuse and follow up; identify students who may be abusing drugs.
- Provide and/or facilitate direct health services to students, where possible, particularly at the District's special education facility (Esperanza School) on all student instructional days.
- Collaborate with school staff, parents, and health care providers; coordinate school health care services and health education; coordinate referrals to community and school based agencies.
- Participate as panel member on Student Attendance Review Board (SARB).
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Clinical base for decision making in nursing practice; current health services, resources and referral information; up-to-date information on infectious disease and control.

**Ability to:**

Plan, organize and direct a health services program; conduct health screenings; provide staff development programs; identify and problem solve health issues; communicate effectively both orally and in writing; manage, supervise classified staff, motivate and train personnel; establish and maintain effective working relations.

Experience:

Three years of successful full-time school nurse experience which has provided the applicant the knowledge and abilities listed above; two years supervisory or administrative experience desirable.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds

Licenses/Credentials/Certificates:

Valid California School Nurse Credential; CPR and First Aid certification, Valid California Driver's License.

Board Approved: October 8, 2002

Revised: April 29, 2015; Board Approved: May 14, 2015

Revised: June 3, 2015; Board Approved: June 11, 2015