

COORDINATOR IV: HEALTH SERVICES

DEFINITION:

Under the direction of the Director, Student Services, supervises the district Health Services' program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- x Supervises and evaluates credentialed and licensed school nurses, allocates resources according to staffing allocations, and assigns and arranges schedules
- x Supervises and evaluates health services classified staff including LVNs and health assistants
- x Assigns and arranges schedules of classified staff.
- x Provides support and professional learning for health services staff.
- x Plans and schedules mandated screening programs vision, hearing and scoliosis, etc. and provides guidance to schools and the community about required immunizations and other health-related issues.
- x Schedules and conducts staff meetings to communicate with staff and manage district health resources.
- x Plans, implements and evaluates (nt)3.3 (s)-1.5 (a)5.5(s)-1.6f -6.f (e)]TJ i s h

- Manage multiple efforts simultaneously.
- Analyze complex issues and legislation.
- Develop policy in support of legally mandated services.

KNOWLEDGE OF:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Laws and regulations pertaining to school health operations and functions.
- Organization and operation of a school district health services system.
- Methods, procedures and terminology of data management.
- Requirements for recruiting, selecting, and retaining a highly qualified school health services staff
- Budget process and fiscal management.

EDUCATION:

Master's Degree, or higher, from an accredited college or university (preferred)

LICENSES/CREDENTIAL:

- x School Nurse Services Credential
- x Administrative services credential
- x Possession of a valid California driver's license.

TRAINING AND EXPERIENCE

- x Any combination and eq eq eq eq eq eq 's lic.857 0 T(r')-3.90 (A)-3.7 (I)-3.2 (NI)-3.2 (NG(A)

