

SANTEE SCHOOL DISTRICT

COORDINATOR OF HEALTH AND NURSING SERVICES

JOB SUMMARY:

Under the direction of the Director of Special Education, the Coordinator of Health and Nursing Services provides coordination, planning, consultation and assistance to staff and is responsible for assuring the health and nursing services for the district.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Serves as a primary resource for health issues within the District.
2. Coordinates and ensures compliance with all state mandated health screenings and immunization requirements
3. Develops and makes recommendations regarding policies and procedures in health-related areas and interprets these policies and procedures for staff and the community.
4. Supervises and evaluates health and nursing services within the District.
5. Provides direction and oversight to licensed LVNs.
6. Provides support to site administration and health clerks regarding appropriate health office procedures and protocols.
7. Develops and provides training in specialized health care procedures.
8. Designs, provides and participates in in-service training to staff regarding health services and health education.
9. Consults with various agencies and service providers on complex medical issues.
10. Participates in the placement of students in special educational programs when appropriate.
11. Represents the District with the County Health Department and other community agencies.
12. Provides clinical compliance and supervision for all the health offices and advises site administration as necessary.
13. Performs hearing, vision and health assessments for students in the IEP assessment process or on an as needed basis.
14. Implements and oversees billing for students receiving special education services in tandem with skilled nursing services in SEIS.
15. Adheres to District, State and Federal timelines and regulations as appropriate.
16. Consults with school site administrators on a regular basis regarding student health and medical needs at each school site.
17. Coordinates with Director of Pupil Services on chronic absenteeism cases.
18. Functions as a member of the District leadership team.
19. Engages in the recruitment and hiring of new staff.
20. Reviews and makes necessary changes to District Board Policies relating to health when necessary
21. Performs other duties as designated or assigned by the Director of Special Education.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as designated or assigned by the Director of Special Education.
2. Maintains professional competence through participation in in-service education activities and/or self-selected professional growth activities.
3. Meets requirements and standards of the specific job as interpreted through local school district board policy, county regulations and the State of California Education Code.
4. Attends department meetings as required.
5. Serves in various capacities at the district level when required, such as reporting to the Board of Trustees and participating in district committees.

Coordinator of Health and Nursing Services Page 2

EMPLOYMENT STANDARDS:

- Education: A Master's Degree in Nursing or an area of specialization related to health and nursing services required.
- Experience: Minimum of three (3) years of successful school nurse experience and (2) years of nursing leadership experience. Administrative experience is desirable.
- Credential(s): California health and development or standard designated services credential in health.
- Licenses: State of California Registered Nurse license in good standing
State of California driver's license and willingness to use own vehicle
CPR/AED Certificate
Audiometric Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of laws (federal and state) and procedures pertaining to nursing practice and education; operation of health services programs; personnel training; ability to coordinate health services programs; establish, maintain, and manage effective working relationships with staff and community; exercise good judgement in dealing with sensitive interpersonal situations; communicate effectively orally and in writing. Ability to make decision and maintain professional relationships with pupils, parents, supervisor and staff members. Demonstrated ability to be flexible and dependable in implementing job responsibilities. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to effectively develop and manage project budgets; and to effectively present oral and written reports.

WORKING CONDITIONS:

Environment:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions
- Variable hours

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and interpret a variety of material
- Sitting or standing for extended period of time
- Hearing and speaking to exchange information