

Coordinator Health & Wellness

REVIEW DATES	
Cabinet	_____
Board	_____

DEFINITION:

Under the direction of the Director of Health & Wellness; assists the Director to provide, develop, administer, supervise, and evaluate health related programs and services. The Coordinator will provide health related technical, specialized, consultative, advisory and planning services for the District and the Health & Wellness department. Serves as a resource to school sites and district departments related to health, meetings and in-services, monitors legislation and provides interpretation and guidance, and performs related duties as assigned.

QUALIFICATIONS:**Credential:**

- Possession of or willing to obtain a valid California Administrative Credential
- Possession of a valid California School Nurse Services Credential

Experience:

- Knowledge and experience implementing and leading health related programs
- A minimum of 4 years of school nursing experience
- In-depth knowledge and experience in school health requirements, physical assessment, parent education and engagement strategies, development of community partners, professional development for staff, and the clinical nursing care of children; specifically, those requiring specialized healthcare procedures in schools.

Education:

- Master's degree in nursing or related field desired

Other:

- A valid California driver's license
- A valid Registered Nurse license from the California Board of Registered Nursing
- Current CPR/First Aid/AED certifications

DISTINGUISHING CHARACTERISTICS:

- Demonstrate the ability to supervise, lead and evaluate staff
- Communicate with parents/guardians and physicians regarding education needs, health assessments and health care needs
- Work effectively with community organizations, government agencies, parents, students, and staff
- Interpret and apply rules, regulations, and standards to public schools
- Work with changing priorities, regulations, and timelines
- Create and follow policies and procedures
- Analyze situations accurately and recommend necessary action
- Perform essential job functions and job task requirements
- Negotiate and collaborate with all types of multidisciplinary team members

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Health and Wellness:

Includes but not limited to the following:

- Provide training and mentorship for new School Nurses, LVNs and Health Assistants
- Plan and write grant proposals for district programs; manage and supervise staff and programs associated with these grant programs
- Implement the Cal-Schls annual survey district wide; including the analysis, interpretation and dissemination of the data gathered
- Co-lead the School Health Advisory Council (SHAC) and Wellness Policy group
- Support the District's parent education and engagement projects
- Assist in the supervision and evaluation of Health & Wellness department staff
- Consult and participate in the comprehensive sexual health education programs for elementary and secondary students, work closely with curriculum specialist on teacher training, adopted curriculum, consent and current California Ed Code surrounding this topic
- Collaborate with Special Education staff
- Review and assist with departmental budget development; specifically, those associated with Cal-Schls and specific grant funded initiatives housed in the health and wellness department
- Provide leadership and training in the development and on-going implementation of health-related technology. Including, but not limited to: physical assessment documentation, school-based screening and referrals within electronic health records, immunization compliance,

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medication administration, attendance improvement programs, specialized healthcare procedures, communicable disease tracking, and mental health-related crisis interventions between health services and other providers/ administrators

- Perform related duties as assigned

KNOWLEDGE:

- California Education Code
- State and Federal regulations pertaining to the health and nursing care of children ages 3 through 22
- Immunization requirements for California schools
- IEP process
- Employs effective oral and written communication methods
- Grant proposals and grant writing
- Research based practices that support the health and wellness of the whole child
- Computer skills are essential
- Health and school-related technology including, but not limited to: Power School, Power Teacher, Electronic Health Records, CAIR, SEIS, Frontline, CGMs, Public Health Dashboards, etc.
- Electronic Health Records and pertinent FERPA and HIPAA laws

ABILITIES AND SKILLS:

- Verbal and written communication skills
- Planning, and organizational and excellent time management techniques
- Manage multiple projects and tasks
- Work with discretion and confidentiality

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. This position will include office and school environments.