

California State University, Fresno
School of Nursing
2345 E. San Ramon Ave
Fresno CA 93740-8031

School Nurse Services Credential Program Coordinator

The California State University, Fresno is looking for a coordinator to lead their accredited School Nurse Services Credential program. This individual should possess proficiency in understanding the credentialed school nurse role, including knowledge and experience of healthcare procedures in school and a working knowledge of the California Education Code and legal regulations affecting all aspects of the education system.

The School Nurse Services Credential Program Coordinator is responsible for all administrative aspects of the program including program outreach and visibility, recruitment, candidate assessment, acceptance to the program, recommendation for credentialing, candidate advising and program content.

In this position, the coordinator must be able to:

- Plan, organize, direct, and oversee the overall management of the School Nurse Services Credential Program which may include budgeting, planning, staffing, recruitment of candidates and effective communication with various school districts throughout California.
- Collaborate with other departments and offices to effectively conduct program functions (School of Nursing, Kremen School of Education and Human Development, Division of Continuing and Global Education).
- Assist with timely reports required to meet the California Commission on Teacher Credentialing accreditation and other national accrediting bodies.
- Provide timely support and assistance to potential candidates, district leaders, preceptors, and other staff as needed to meet program goals.
- Develop and implement strategic long and short-term plans and activities; perform program analysis, compile information, and make decisions regarding program needs and objectives.
- Supervise, provide clear work direction, and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness; interview and select qualified staff.
- Demonstrate an understanding of all applicable laws, codes, regulations, policies, and procedures including Health and Safety, and Education codes. Understanding

- the use and operation of standard nurse equipment used in specialized physical health care procedures is a requirement.
- Demonstrate effective interpersonal skills. Excellent oral and written communication skills are required.

Requirements:

Master's degree, clear School Nurse Services credential, Audiometrist certificate, three years of increasingly responsible supervisory experience and a minimum of five years of school nurse experience. Administrative credential is preferred.

If interested, submit the following to Sylvia Miller, Ed.D, RN, FNP, Chair, School of Nursing.

Current resume

Letter of Intent

2 letters of recommendation

Upon review of the submitted items, the individual will be contacted and an interview will be scheduled.

Contact Person:

Sylvia Miller, Ed.D, R.N., FNP

Association Professor, Chair

School of Nursing

California State University, Fresno

559 278-4788

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