

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Health Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	1978	WORK YEAR:	12 Months
DEPARTMENT:	Health Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Student Support and Health Services	HR APPROVAL:	05-07-12
		CABINET REVISION:	05-20-14

BASIC FUNCTION:

Plan, organize, and coordinate the District’s Health Services Department to provide timely delivery of high quality services to staff, sites, and departments. Communicate the health care needs of students, communicate District policies and procedures to staff and ensure compliance with State and Federal health mandates.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Serve as the District’s expert and advocate on health matters with administrators, school-level nurses, medical personnel, community service organizations, and community partners; leverage community resources to support Health Services as needed. **E**

Support the development and expansion of, and act as consultant and liaison for health services and school-based health centers as time allows, and in a manner that is consistent with District strategies. **E**

Provide advisement, guidance, and support to school nurses carrying out health guidelines; ensure adherence to safety procedures, and coordinate state-mandated screening procedures, such as hearing, vision, and audits of immunization, dental, and physical exams. **E**

Demonstrate leadership to all stakeholders, think outside the box, and develop new methods or solutions inspiring others to reach a common goal. **E**

Collaborate with other District departments for staff development related to health concerns. **E**

Coordinate school health programs with Special Education and Section 504 Accommodations; coordinate training of staff at school sites related to students with special healthcare needs. **E**

Perform program analysis, compile information, and make recommendations regarding the needs, objectives, and programs of assigned area(s). **E**

Collaborate with public and private agencies/organizations in providing health services to students. **E**

Provide technical expertise, information, and assistance regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop effective policies and procedures to accomplish stated goals; and communicate health policies to others and provide consultation to assigned staff regarding health issues. **E**

Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; compile and submit reports to state agencies and the board as appropriate; and operate a computer. **E**

Assist with the preparation of the department's annual budget; analyze and review budgetary and financial data to ensure data accuracy; and monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. **E**

Participate in the District's school health committee as appropriate; attend various District and community meetings regarding health issues. **E**

Review and stay abreast of current developments, literature, and technical source information to maintain proficiency related to job responsibilities and student needs. **E**

Supervise, may evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Health Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree in health, nursing, or related field, and three years increasingly responsible supervisory and school nursing experience; advanced degrees in nursing or public health preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Hold a valid California Registered Nurse License. Current Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) certification issued by an approved program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the Health Services of the District.

Research-based programs and practices that support the health and wellness of the whole child.

Negotiating service contracts.

Union contracts.

School nursing services and procedures.

Specialized physical health care procedures, CPR, First Aid, and AED.

Medication effects and proper administration procedures.

Diagnostic methods for medical conditions and diseases.

Modern medical terminology, equipment, and techniques.

Proper operation of specialized health assessment instruments.

Testing techniques for hearing, vision, scoliosis, and other screenings.

Current practices and trends relating to school health, and factors influencing the learning process.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

Board Policies and Procedures, California Education Codes, and California Code of Regulations as it relates to health services; and State laws governing health services in schools.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Coordinate the health care needs of students.

Manage change and design an effective system of reporting progress and monitoring results.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Respond effectively and expeditiously to emergency medical situations.

Share health information with other professional persons in a confidential manner.

Assist with grant proposal writing.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports, including state, county, and local mandated reports.

Supervise and may evaluate the performance of assigned staff.

Operate a computer and related software.

Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, walk, push/pull, stoop for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Exposure to blood and body fluids and student and staff illnesses.

HEALTH BENEFITS: Management employees purchase their own health benefits with District-offered plans.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed.D., Interim Superintendent

Date