

STOCKTON UNIFIED SCHOOL DISTRICT

HEALTH SERVICES PROGRAM COORDINATOR

BASIC FUNCTION:

The Health Services Program Coordinator position will be primarily responsible for planning, promoting and managing a comprehensive School Health Program and Wellness Program.

SUPERVISION RECEIVED AND EXERCISED:

The Health Services Program Coordinator will receive direction from the Administrator of Health and Emergency Services.

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 are intended to accurately reflect the principle job elements.)

Assist in providing overall management direction in the planning of the Health and Emergency Services program objectives and general guidelines for individuals responsible for Health and Emergency Services. **E**

Assist in reviewing programs and staffing plans; act as a liaison between outside agencies and District programs; assure conformance with local, state, and federal objectives; analyze and interpret data relative to program improvement. **E**

Assist in the development, implementation, and evaluation of policies and procedures related to the Health Services Department. Assist in the preparation and maintenance of a variety of records and reports. **E**

Assist in the establishment and implementation of uniform standards and procedures for organization, clerical practices, and performance of functions of the staff assigned to Health Services. **E**

Communicate with Health and Emergency Services administrator and staff, school site administrators and staff, and partner agencies. **E**

Provide leadership, develop models, approaches, systems and procedures and other tools for use by health services department staff in strengthening work plans and initiatives for the promotion of quality health and wellness programs.

Assist in providing staff advice and assistance in the development, implementation, and evaluation of the procedures and policies related to Health and Emergency Services; provide consultation services to District staff regarding Health and Emergency Services. **E**

Assist in representing the District in the area of Health and Emergency Services in cooperative relationships with community members, community agencies, district committees, and personnel in other organizational units and offices. **E**

Assist in the planning for the continuous evaluation and improvement of the services provided by the department.

Assist in the recruitment and selection of certificated and classified Health Services staff.

Supervises Health Services staff (e.g. counsels, disciplines, evaluates, assigns, sets priorities, etc.) for the purpose of ensuring the efficient and effective functioning of the department. **E**

Researches a wide variety of student wellness topics (e.g. statistical information on student achievement, best practices, health and physical education standards, curricular examples, etc.) for the purpose of providing updated and current information, supporting administrative requirements, and/or making recommendations.

Maintain regular and prompt attendance in the work place. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rules, regulations and judicial decisions affecting the provision of health services in all educational program areas

Principles, practices, trends, goals and objectives of Health Services

Principles of supervision, training, and program administration

Oral and written communication skills

Research and development strategies, processes, and techniques

Organization, planning, and program evaluation strategies, techniques, and procedures

Operation of personal computers and software applications such as Synergy, Microsoft Word, Excel and Outlook.

ABILITY TO:

Plan, organize, develop, and coordinate the activities of a broad range of programs and special services

Analyze program activities and implement procedures which will improve services

Ensure that programs and activities are carried out in compliance with district, state, and federal requirements

Serve as liaison with a variety of community and governmental organizations

Operate a computer and other office equipment as assigned; drive own vehicle to conduct work; have the capacity sufficient to perform other job tasks.

Maintain positive and effective interpersonal relationships

Communicate effectively both orally and in writing

Make effective public presentations of program information

Maintain consistent, punctual, and regular attendance

Multi-task and deal effectively with constant interruptions

TRAINING, EDUCATION AND EXPERIENCE:

Bachelor's degree from a recognized college or university

School Nurse Credential

Minimum of three (3) years experience as a School Nurse

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

California Registered Nurse License

Valid California driver's license and access to private vehicle

Possession of valid First Aid and CPR certificates

WORKING CONDITIONS:

ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

Dexterity of hands and fingers to operate a computer keyboard

Sit for extended periods of time

See to view a computer monitor and read a variety of materials

See, hear and speak with/without assistive devices sufficient to communicate effectively with others

Speak so that others may understand at normal levels and on the telephone

Lift and/or carry up to 25 lbs. at waist height for short distances

Reach overhead, above the shoulders and horizontally, grasp, push/pull

Bend at the waist

Perform CPR maneuvers for an extended period of time

HAZARDS:

Employees may come in contact with dissatisfied or abusive individuals

Exposure to blood-borne pathogens and bodily fluids

Salary Placement

Management Team Salary Schedule

Tier 6, Range 03

12-month work year

Board Approval: 12/12/13

Management re-alignment effective 03/01/19