



IRVINE UNIFIED SCHOOL DISTRICT

COORDINATOR IV: HEALTH SERVICES

DEFINITION:

Under the direction of the Director, Student Services, supervises the district Health Services' program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and evaluates credentialed and licensed school nurses, allocates resources according to staffing allocations, and assigns and arranges schedules.
- Supervises and evaluates health services classified staff including LVNs and health assistants.
- Assigns and arranges schedules of classified staff.
- Provides support and professional learning for health services staff.
- Plans and schedules mandated screening programs - vision, hearing and scoliosis, etc. and provides guidance to schools and the community about required immunizations and other health-related issues.
- Schedules and conducts staff meetings to communicate with staff and manage district health resources.
- Plans, implements and evaluates staff development activities.
- Ensures that the District complies with state requirements, mandates, and legislation and informs staff of changes and updates in public policy.
- Submits Health Services reports to State Department of Education and Public Health as required by law.
- Monitors, evaluates, and advises regarding K-12 health education curriculum on an ongoing basis. Analyzes student needs, community situations, and parent feedback.
- Serves as a district health representative at district meetings and committees, including the Health Advisory Committee, and at the Orange County Department of Education and other health-related public and private community agencies.
- Establishes and maintains relationships with various community agencies and health professionals to share concerns and work in concert to provide for the unmet needs of students.
- Participates in the development of new school and/or district programs.
- Recommends and advises regarding procedures and programs affecting the health of students and staff.
- Recruits and participates in the selection of a professionally competent staff.
- Maintains and implements up-to-date procedures and protocols for Health Services' staff.
- Prepares and manages appropriate budgets for Health Services.
- Works closely with site administrators regarding performance and evaluation to ensure the delivery of high quality services to students.

QUALIFICATIONS GUIDE:

ABILITY TO:

- Plan, organize, and administer operations and activities of a health services department.
- Determine priorities and schedule work effectively and efficiently.
- Carry out verbal and written directions independently.
- Communicate effectively in both oral and written form.
- Establish and maintain cooperative working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Coordinate and supervise the work of others.

- Manage multiple efforts simultaneously.
- Analyze complex issues and legislation.
- Develop policy in support of legally mandated services.

KNOWLEDGE OF:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Laws and regulations pertaining to school health operations and functions.
- Organization and operation of a school district health services system.
- Methods, procedures and terminology of data management.
- Requirements for recruiting, selecting, and retaining a highly qualified school health services staff
- Budget process and fiscal management.

EDUCATION:

Master's Degree, or higher, from an accredited college or university (preferred).

LICENSES/CREDENTIAL:

- School Nurse Services Credential
- Administrative services credential
- Possession of a valid California driver's license.

TRAINING AND EXPERIENCE:

- Any combination and equivalency of five years of service as a school nurse or health professional in a school setting.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of equipment.
- Hearing and speaking to exchange information.
- Seeing to perform health screening etc. and to read materials
- Lifting, carrying, pushing or pulling
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling, balancing, climbing or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 50 pounds with assistance

WORK ENVIRONMENT:

Indoor/Outdoor environment. The work environment characteristics described here 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.

Hazards include:

- Working with medical equipment and devices
- Working with blood borne pathogens

