



**COORDINATOR III
HEALTH SERVICES/EDUCATION PROGRAMS
(School-Community Partnerships Department)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of School Community Partnerships (SCP) Department.

ESSENTIAL FUNCTIONS:

1. Plan, organize, coordinate and manage all activities of KCSOS Health Services Education Programs including health programs which support Migrant Education, School-Community Partnerships, Alternative Education and school district nursing health services.
2. Supervise and evaluate assigned classified staff.
3. Provide leadership in planning, implementing and coordinating local, state and federal school health programs.
4. Support KCSOS programs and school districts with resources to provide a coordinated approach to school health with the intent to improve students' health and their capacity to learn through the support of families, schools, and communities working together.
5. Serve as a resource for KCSOS program staff and school district staff in health-related areas; provide training and information to assure compliance with laws, regulations and practices.
6. Plan, organize and direct district health programs, services and activities, which includes authorization of payment/referral to medical provider for supplemental healthcare services.
7. Administer and monitor LEA Billing Options Programs.
8. Coordinate communicable disease prevention through immunization and other programs in accordance with KCSOS protocols, as they pertain to federal and state law, including administering KCSOS COVID-19 Surveillance Testing and Vaccine Program.
9. Assess and evaluate the health and development status of students to identify factors that may impact the learning process. Participate in 504, IEP Team and other relevant meetings.
10. Collaborate with program administration, staff, outside agencies and school districts in the monitoring and development of health and prevention education programs.

11. Organize, implement and facilitate countywide nursing and health services training; long and short-term programs and sustainability activities designed to develop student health programs and services.
12. Coordinate and collaborate with district administration and personnel in the implementation of routine mandated screening programs such as vision, immunizations, scoliosis, hearing and dental; Stock EpiPen Program distribution, administration and training, CPR training, First Aid and Automatic External Defibrillator (AED) training, Mobile Health Clinics, One Sight Vision Clinics, USC Mobile Dental Clinics, flu vaccination clinics, and other programs and/or events.
13. Supervise and coordinate the implementation of all components of KCSOS Health Services/Prevention Education programs such as: teen pregnancy prevention programs, parenting teen and childcare programs, CA Healthy Youth Act, and Nutrition Education Obesity Prevention Education Programs.
14. Participate in statewide School Health Services County Coordinator meetings with the California Department of Education (CDE).
15. Administer and review grant funded and contract budgets. Facilitate program evaluation and reporting.
16. Schedule and facilitate appropriate professional development activities to support Health Services and prevention education programs and the relevant school laws and mandated School Health Services as specified in federal, local and state plans.
17. Review state, local and federal grant funding requests for applications related to health prevention education and early intervention services, and research and co-write proposals addressing office and district priorities. Administer successful grants and submit required program reports.
18. Serve as KCSOS liaison for health-related issues with community groups, government agencies, professional organizations, physicians and other health services entities.
19. Participate in meetings with district staff and outside agencies as necessary to coordinate comprehensive health services for district students; confers with staff and parents to ensure proper integration of health services and overall educational goals.
20. Facilitate program evaluation, maintain records and prepare reports as required.
21. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of fundamental principles in: quality staff development, ability to transmit knowledge and skills to other staff, youth and adults; conduct oral presentations utilizing digital equipment and presentation software.
2. Possession of a broad repertoire of presentation and facilitation skills, and ability to work with community partners, school district staff including school district nurses in a collaborative manner utilizing interpersonal skills to organize and work cooperatively and effectively with individuals and groups.

3. Establish and maintain effective collaborative relationships with local school and community partners, as well as local and state agencies, youth-serving community groups and resources related to health services.
4. Knowledge of, and willingness to stay abreast of current trends, innovations, and practices in school health services, nutrition education, evidence-based prevention education, clinical services, intervention programs and strategies to enhance youth development utilizing principles of effectiveness.
5. Evidence of writing skills necessary to develop successful grant proposals, create measurable goals and objectives, set project priorities, and evaluate progress; ability to write effective internal and external communications to support and sustain programs.
6. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
7. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Proven ability to provide leadership to school district nurses, participate in community partnerships and in the development of evidence-based prevention and intervention practices.
3. Ability to work effectively with diverse individuals and groups.
4. Ability to effectively structure, organize, and systematize tasks and activities.
5. Ability to articulate ideas and information effectively to others.
6. Ability to manage a budget with accuracy and fiscal accountability.
7. Proven ability to serve at-risk students and their families with diverse needs.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Current/Active RN License and Public Health Nurse Certificate.
2. Possession of a valid California School Nurse Services Credential.
3. Master's degree from an accredited college or university required.

4. Possession of an appropriate Supervision or Administrative Services Credential preferred.
5. Possession of a current First Aid Certificate and Adult/Pediatric CPR Training Certificate.

B. Experience:

1. Successful experience in an administrative role at a school site and/or district office desired.
2. Successful experience in coordinating and conducting staff development activities.
3. Experience in prevention program development and implementation of prevention and early intervention frameworks.
4. Responsible experience in related health services preferred.
5. Experience in budget development, management and oversight.

CP: rn

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