



# RIALTO UNIFIED SCHOOL DISTRICT

## COORDINATOR, HEALTH SERVICES Management Job Description

### DEFINITION

Under the direction of the Senior Director, Student Services to provide supervisory, consultant and school nurse practitioner services for the program of school nursing, including health, education and/or health services.

### ESSENTIAL DUTIES

- Coordinate the Health Services Program.
- Assign nurses to school sites; supervise and evaluate credentialed nursing staff.
- Provide medical supervision for health clerks/aides.
- Provide for emergency coverage for all schools.
- Serve as a resource to administrators, school nurses, teachers and other school personnel regarding the Health Services program.
- Supervise mandated screening programs - hearing, vision and scoliosis screening.
- Assure that all students entering first grade have received State mandated physical examinations.
- Provide State required annual reports for hearing conservation and Child Health and Disability Prevention Program (First grade physical.)
- Provide T.B. Testing for District employees.
- Provide immunization clinic services for District families.
- Provide Hepatitis B immunizations for District at-risk employees.
- Coordinate the Home/Hospital Teaching Program.
- Serve as a consultant for Special Education placement.
- Provide all new employees with Health and Safety Code required information concerning AIDS/HIV and hepatitis B infection.
- Assure that all students meet State immunization requirement.
- Implement recommendations of County Health Department in the control of communicable diseases.
- Work with community agencies to provide social services for children.
- Develop and implement District health education programs, including all K-12 curriculum components required by law and mandated by the Board of Education.
- Develop and implement District family life education programs and ensure compliance with State and Federal regulations, including parent education programs.
- Provide inservice programs for school nurses and health aides.
- Evaluate medical need for physical education exemptions. Make recommendations to Superintendent.
- Arrange for CPR instruction for RUSD employees.
- Perform duties of school nurse when indicated.
- Supervise Nurse Practitioner clinic operation.
- Manage Medi-Cal services, interpret and comply with state laws and regulations, supervise billing and record keeping, monitor on-going fiscal compliance with County billing system.
- Oversee, manage and implement all aspects of the district responsibilities related to Medical Administrative Activities (MAA) and Local Education Agency Collaborative (LEA).
- Develop courses of study as needed and direct activities of district Health Committee.
- Interface regularly with instruction, personnel and business directors to ensure requirements of Coordinate Complaint Review and other mandates are met, funding is coordinated and health programs are coherent.
- Perform other duties of school nurse when indicated and other duties as assigned.

### QUALIFICATIONS

**Knowledge of:** Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

**Ability to:** Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

**EXPERIENCE AND EDUCATION**

**Experience:** Three (3) years successful experience as a school nurse.

**Education:**

- Possession of a Master’s degree from an accredited university;
- Possession of a valid California School Nurse Services Credential;
- Possession of a valid California Administrative Credential K-12;
- Must be a California Board Certified Registered Nurse and an approved Nurse Practitioner.
- Possession of a current California driver’s license, a DMV printout and the ability to be covered by the company auto insurance as well as have your own private vehicle.

**PHYSICAL DEMANDS**

**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes