

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

SCHOOL NURSE COORDINATOR

DEFINITION

To coordinate nursing department/staff, provide direct school nursing services, provide staff training, assist in planning school health programs, and act as a resource person.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all the listed examples include all tasks which may be found in positions within the classification.)

Health Services

Coordinate nursing team of LVN's and Health Assistant to provide necessary health services to students. Provide direct nursing services to special education schools/classrooms operated by the County Office and the direct service schools, as needed; perform or is responsible for training personnel to do specialized health care procedures; serve as a liaison between the parent, school, medical, and social service providers; participate in I.E.P. meetings as requested; implement California State mandated programs in the schools; assess and interpret the health and developmental status of students; assess and evaluate the emotional status of students and refer as necessary; make recommendations on eliminating, minimizing, or accepting health and/or hygiene problems of students; perform screening for hearing, vision, scoliosis and dental needs; advise and monitor illness situations with students.

Health Education & Referral

Serve as a resource person in health instruction curriculum; assist in planning and implementing a health education program; provide staff training in CPR and First Aid procedures; make direct medical/social/emotional referrals to appropriate provider agency as necessary; provide information to children and/or their parents about the Medi-Cal system and where and how to access applications; copy and distribute Medi-Cal information to children and their families; inform children and/or their parents about medical services available through school or in the local community; refer children to medical services covered by Medi-Cal or other health coverage; provide health-related information to children and/or their parents; identify at risk children and families and refer them to the proper agencies for services; assist families and students with paperwork necessary to complete Medi-Cal and/or Healthy Families applications; develop, implement, and monitor health related programs or systems for children and their families; develop and maintain health resource directories.

Other Duties as Assigned

Participate on committees whose focus is to expand services, identify needs, or increase service utilization for health services to children; participate in LEA billing and MAA program claiming activities.

MINIMUM QUALIFICATIONS

Education

Must hold appropriate valid California credential.

Training and Experience

Experience as a school nurse in the field of special education preferred.

Knowledge of:

School health programs such as vision, hearing, scoliosis, and immunization requirements; health curriculum; special education programs and services for students; pediatric clinic procedures and available community resources.

Skills and Ability to:

Perform and/or train staff to perform any necessary specialized health care procedures; implement school health programs; assess health and developmental status of students; establish and maintain good working relationships with county office staff, school district staff, parents and the public; communicate effectively in writing and verbally; advise parents and staff about reasonable and appropriate health care measures for a wide variety of health issues.