



## SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road  
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Telephone (209) 468-4800

# Job Description

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**POSITION TITLE:** *Coordinator II, School Nurse* #  
Comprehensive Health Department, Educational Services

**SALARY PLACEMENT:** Management Salary Schedule, Range F

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**MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:**

Bachelor or Master's degree from an accredited college or university with an emphasis in appropriate field. Just possess or pursue a credential with authorization in Health Services or related field. Teaching experience and working with diverse K-12 student population. A valid California Driver's License. Must possess a California R.N. License and Public Health Nurse Certificate.

**DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:**

*Proficient in using a word processor on a PC, e-mail and the internet.*

**MINIMUM EXPERIENCE:**

Experience coordinating programs within the school setting and working with community agencies.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Provide leadership in the area of school community policing partnership program assessment, implementation and evaluation. Function in a leadership role for professional development workshops, program design and school improvement initiatives. Provide professional school nursing services for the purpose of supporting student learning. Evaluate the quality of curricular organization, instructional programs and instructional materials. Demonstrate effective communication skills, content knowledge and a mastery of a range of teaching strategies necessary to meet the needs of diverse students. Function as a member of *One. For All* program School Site Council. Communicate effectively with students, parents, teachers, administrators, community and members. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under the direction of the Director, Comprehensive Health Programs, support implementation of the School Community Policing Partnership Program (*One. For All*). Works collaboratively with staff in the San Joaquin County Operated Schools program to promote and support the philosophy of the **One.** Program. Maintains detailed records of activities that support implementation of the grant. Provides school nursing services and case management to students and their families enrolled in the San Joaquin County Operated Schools Program. Does related work as required. Participate in Medi-cal LEA billing and Medi-cal Administrative Activities Reimbursement.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Planning, implementing and evaluating program strategies for the School Community Policing Partnership (*One. For All*) program. Completing reports to the California Department of Education as required by the Grant.
2. Assessing and evaluating the health and development status of students to identify bio-psycho-social issues including substance use and other factors relating to the learning process.

3. Making nursing diagnosis and developing and implementing Individual Health Plans to meet the individual health needs of the students.
4. Within guidelines for confidentiality, interpreting and communicating assessment findings to parents, teachers, administrators, and other professionals directly concerned with the pupil to promote needed treatment and secure reports of findings pertinent to educational planning.
5. Conducting home visits when necessary.
6. Coordinating immunization programs with county Public Health Department and maintaining records in accordance with State law.
7. Providing case management to assist the pupil and parent or guardian in accessing appropriate community resources for necessary services.
8. Interpreting medical and nursing findings appropriate to the student's individual educational plan and making recommendations to professional personnel directly involved.
9. Assisting with the planning and conducting of inservice training to teachers, serving as a resource person to teachers and administrators.
10. Provide training for Medi-Cal Administrative Activities reimbursement and maintaining records for Medi-Cal and Medi-Cal Administrative Activities.
11. Participating in infection control and prevention of communicable diseases in the schools.
12. Reviewing and interpreting all laws, regulations and directives, regarding health issues received from county and state health agencies and the State Department of Education for school personnel.
13. Representing the San Joaquin County Operated Schools and Program on county-wide health related collaboratives and coalitions.
14. Seeking new opportunities linking services with community providers.
15. Preparing annual reports regarding immunization, vision, hearing, scoliosis, HIV/AIDS trainings.
16. Identifying and preparing grants for the purpose of program sustainability and additional funding.
17. Participating on multidisciplinary student success and IEP teams for County Operated Schools and Program.
18. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with San Joaquin County Office of Education staff, district staff, and the public.