



## Job Description

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**POSITION TITLE:** Coordinator IV, School Nurse #6132  
Venture Academy Family of Schools/  
County Operated Schools and Programs

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's and a current California Registered Nurse license. Possess or qualify for a School Nurse Services Credential.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience working in a related field. Pediatric nursing experience desired. Experience in an educational setting providing health care services.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of theories of child development including normal and atypical child development. Knowledge of state school health mandates including specialized physical health care guidelines, medical emergency skills, and use of a transdisciplinary team approach. Ability to communicate with staff and family relative to physical and mental disorders, medical, nursing and health information, and components of a healthy and safe learning environment. Knowledge of IEP process and law as it relates to educating handicapped students. Ability to utilize available community resources, and the skills to operate the required health screening equipment.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under the direction of the Division Director for Venture Academy Family of Schools the School Nurse will be responsible for meeting the individual health care needs of students; incorporating healthcare plans directed by physicians; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care of ill, medically fragile and/or injured students; providing health information, serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.

3. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
5. Communicate effectively both orally and in writing.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Prepare reports as needed for program.
11. Provide physical assessment of students and treatment as allowed within scope of practice.
12. Administer first aid, medication, and specialized medical treatment for the purpose of providing appropriate care for children.
13. Assess situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referral for proper treatment, and complying with legal requirements.
14. Conduct programs (health screenings, vision, hearing, immunizations, and scoliosis, etc.) for the purpose of complying with the law.
15. Develop and maintain health and emergency care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
16. Counsel and inform school staff regarding infectious diseases, preventative precautions, health assessment, and health care guidelines.
17. All other duties as assigned.

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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