

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, HEALTH AND WELLNESS

BASIC FUNCTION:

Under the supervision of the Superintendent, provide countywide nursing leadership, consultation, and direction for the implementation and development of coordinated school health programs. Design, implement, and evaluate school health programs and services to meet the needs of students countywide.

ESSENTIAL DUTIES:

- Provide leadership to district/school nurse program staff across San Mateo County;
- Maintain familiarity with state and federal laws relating to school nursing to assure compliance;
- Review appropriate school health legislation to assure compliance with laws and procedures and make recommendations on changes that may result in more efficient operations of the health and wellness programs;
- Provide professional development for local education agency and school-based personnel on policies and the implementation of health-related programming;
- Communicate with other administrators, staff, and outside organizations, including regulatory agencies, to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Provide technical expertise and information on school health and safety priorities;
- Assist in the formulation and development of policies, procedures, and programs; advise on trends or emerging issues and recommend appropriate corrective action;
- Compile data from a wide variety of sources for the purpose of analyzing issues, developing protocols, ensuring compliance with organization policies and procedures, monitoring program components, and meeting reporting requirements;
- Support innovative approaches to student health and wellness in collaboration with SMCOE department teams and in alignment with SMCOE's vision to ensure excellence and equity in education;
- Serve as a liaison to community health and safety programs, including San Mateo Health and local healthcare district partners.

KNOWLEDGE, SKILL AND ABILITIES:

KNOWLEDGE OF:

- Professional and ethical standards and practices;
- School nursing principles, practices, methods and strategies;
- Communicable disease principles, practices, methods and strategies;
- Current medical terminology, equipment and techniques;
- Oral and written communication skills;
- Public health agencies and local health care resources;
- Current office practices, procedures, and equipment.

SKILLS AND ABILITY TO:

- Coordinate programs within the school setting and work with community agencies;
- Prepare and deliver oral presentations regarding health and safety issues and communicable diseases;
- Develop and facilitate community partnerships;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with district employees and community partners;
- Work independently with little direction;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Maintain records and prepare comprehensive reports according to established County Office rules, regulations and mandates;
- Provide consultation and technical expertise concerning student health programs and services;
- Proficient in use of databases, spreadsheets and/or other software programs.
- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university
- Master's degree in Nursing or related field
- Current CPR certification

LICENSES AND OTHER REQUIREMENTS:

- Valid California Registered Nurse License
- Valid School Nurse Services Credential
- Valid California Administrative Services Credential

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Operate a computer keyboard
- Read a variety of materials
- Sit or stand for extended periods of time