

STOCKTON UNIFIED SCHOOL DISTRICT

PROGRAM COORDINATOR, INTEGRATED COMMUNITY RESOURCES

**DEFINITION:**

The Program Coordinator provides oversight and coordination of District CPR training programs, medical and support services available in the School Health Centers (SBHC) located on select SUSD school sites.

**SUPERVISION RECEIVED AND EXERCISED:**

Under direction of the Director of Comprehensive Health Services.

**EXAMPLE OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Coordinate District Administrators and contracted trainers to implement CPR classes for every SUSD employee. (E)

Train, supervise, and evaluate the classified personnel based at the school based health centers. (E)

Coordinate collaboration with community-based organizations and school district programs for on-site delivery of medical, mental health, and support services. (E)

Provide oversight and monitoring of the service delivery system at each health center. (E)

Attend District SARB hearings to provide input regarding mental and physical health services that will provide help eliminate health related barriers to regular school attendance. (E)

Coordinate and schedule medical personnel to provide sports physicals for student athletes attending comprehensive, charter, and specialty high schools. (E)

Work jointly with Delta Health Care (lead medical agency for Edison and Stagg Health Centers) to supervise agency staff based at SUSD health centers. (E)

Maintain all licensing and quality assurance requirements required by State of California for services available at School Based Health Centers. (E)

Conduct grant-writing activities to sustain existing health and social service programs and develop new programs for the SBHC. (E)

Provide implementation, coordination, and evaluation of grant-funded programs for related services offered at SBHCs. (E)

Complete required fiscal and outcome data reports for grant-funded programs on the prescribed calendar. (E)

Develop and maintain effective working relationships with students, teachers, site administrators, and parents. (E)

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Participate in relevant professional growth activities throughout the year. *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Perform other duties as assigned.

### **QUALIFICATIONS:**

#### Knowledge of:

- Successful grant writing strategies and procedures
- Community resources in San Joaquin County
- Local and State licensing regulations for medical clinics
- Rules and regulations applicable to providing mental health services and such services in public schools, including IDEA, HIPAA, FERPA, and Medi-Cal requirements.
- Relevant laws pertaining to Confidentiality and Minor Consent
- Local, State, and Federal funding sources for teen health services
- Community resources, services and programs serving students and families including mental health and behavioral needs.
- Public relations techniques.

#### Ability to:

- Coordinate programs and services from a wide range of agencies and resources
- Maintain positive relationships with community-based organizations
- Develop and implement appropriate health services in educational settings.
- Work as a part of a multidisciplinary educational support team.
- Provide professional development training regarding health, mental health issues and relevant techniques and supports in educational settings.
- Implement successful case management and referral systems.
- Communicate effectively utilizing oral and written communication skills.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques and report preparation techniques.
- Modern office practices, procedures and equipment.
- Operate office equipment/computers/software.
- Consistently meet schedules and deadlines.

#### Education and Experience:

Master's Degree in health related field. Pupil Personnel Services (PPS) Credential or School Nurse Credential. Administrative Credential desired but not required. Certified CPR Instructor. Experience managing SBHCs or community health centers. Grant-writing and/or fundraising success. Experience in training and management of personnel.

#### Licenses and Other Requirements:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

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**WORKING CONDITIONS:**

Environment:

- Indoor and or outdoor work environment.
- Schools, special centers and special classes, with and without adaptive equipment.
- Drive a vehicle to conduct work.

Hazards:

- Contact with dissatisfied or abusive individuals.

Physical Demands:

Employees in this position must be able to:

- See to view a computer monitor and read a variety of materials.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for prolonged periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bend at the waist.
- Lift and/or carry up to 25 lbs., at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.