

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – PHYSICAL HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Director-Youth Health and Wellness, plans, organizes and coordinates care for students returning to schools after hospitalization or absences due to medical reasons; serves as a liaison to hospitals, doctors and school districts to ensure that aftercare at schools is appropriately communicated; determines medical and educational needs of students and makes recommendations to districts; develops countywide templates and resources for uniform home and hospital instruction protocols and transition plans for return to school; assists with the coordination and communication of countywide and partner health related initiatives including physical health, oral/dental health, sexual health, and vision health; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and coordinates care for students returning to schools after hospitalization or absences due to medical reasons.

Serves as a liaison to hospitals, doctors, and schools to ensure that there is a common understanding of medical and educational needs of students.

Develops uniform home and hospital instruction protocols that include a process to assist with discharge planning and communication with all partners of aftercare needs at school.

Develops policy and forms designed to guide prescribing health care professionals, school physicians, and school health councils on the administration of medications to children at school and concerning other health matters.

Analyzes the types of medical needs that contribute to absences and the effectiveness of coordinated health and education planning.

Gathers data and analyzes the individual and county-wide impact of services on students in areas of absenteeism, social/emotional well-being, grades, and other wellness indicators.

Serves as a SCCOE representative on the Santa Clara County Child Death Review Team as assigned.

Serves as a resource to districts and the SCCOE; serves on assigned task forces and committees.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; increases county-wide data points around health.

Prepares and submits progress reports to Santa Clara Family Health Plan (SCFHP) annually.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Coordinator – Physical Health and Wellness continued**Page 2**

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

Develops, coordinates and provides training and technical assistance on health-related initiatives, protocols, templates and resources.

Convenes and/or attends the meetings of the countywide school nurse collaborative.

Assists schools with activities related to physical health, oral/dental health, vision health and sexual health.

Collaborates to ensure that required health screenings are conducted for public school youth in Santa Clara County.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State and federal laws, court rulings, regulations and codes related to Special Education;
Due process in terms of special education conflict resolution;
Research, policy, systems of services to children with special needs;
Local and state guidelines and requirements concerning special education;
Collecting and assembling data to generate reports;
Budget preparation and control;
Oral and written communication skills;
Strong interpersonal skills;
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory and planning services;
Serve as a liaison to districts, hospitals and the SCCOE;
Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years of teaching experience, including increasingly administrative responsible experience in special education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid Special Education or PPS Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time

Revised 5/9/22: Title changed from Coordinator-Youth Health and Wellness to Coordinator-Physical Health and Wellness; no change to duties.

DocuSigned by:
Larry Oshodi
84A286968D5B4A4...

5/9/2022 | 10:08 AM PDT

Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date