

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – YOUTH HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Director-Special Education, 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 uniform home and hospital instruction protocols; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and coordinates care planning 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 student.

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 model 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 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.

Provides technical assistance and countywide collaboration to ensure consistency and best practices for transitions to/from hospital.

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

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in County Office meetings and events.

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 responsible experience in special education programs or education programs.; three (3) years' experience as a site principal.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid Special Education 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

Approved: Anisha Munshi 6/8/2020
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 6/8/2020
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools