

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV - HEALTH SERVICES

Reference Code: A178

Division: Student Support Services

Classification: Licensed Administrator

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible to assist in the development and implementation of activities within the Clark County School District Health Services Department to promote student health and safety. This position is directly responsible to the Director, Health Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist with the supervision and evaluation of school nurses.
2. Assist in planning and implementing staff meetings and in-service programs involving school nurses.
3. Assist with the implementation of specialized procedures district-wide and with the teaching of medically fragile students.
4. Assist with the supervision and evaluation of Specialized Procedures Nurses.
5. Assist with the organization, establishment, and provision of an on-going orientation program for probationary school nurses.
6. Assist in the planning and implementation of monthly team leader meetings.
7. Assist with the revision of Clark County School District and non-District health related forms.
8. Assist with the development and implementation of new forms for the Health Services Department.
9. Assist with the on-going revisions of the School Nurse Procedures Handbook.
10. Attend District administrative meetings, as assigned.
11. Interview prospective candidates for school nurse positions.
12. Serve as a liaison between Health Services, Psychological Services, Speech-Language Therapy Services, and the Homebound Program.
13. Assist in the coordination of nursing coverage for extended school year and year-round schools.
14. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both verbally and in written format.
2. Ability to develop, implement, and interpret diagnostic services and procedures.
3. Ability to work cooperatively with students, parents, school staff, administrative personnel, and representatives of community organizations.
4. Assist in the direction of management activities associated with the program.
5. Awareness of community needs, problems, and organizations, and the relationship of these to the educational program.
6. Ability to provide in-service training to personnel on an as needed basis in the area of medically fragile children and specialized procedures.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

1. Hold or be able to acquire appropriate Nevada school nurse and administrative certification.
2. Hold or be able to acquire Nevada licensure as a registered nurse.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated at least five (5) years of successful licensed school nurse experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.

Preferred Qualifications:

1. Five (5) years of successful service as a school nurse.
2. One (1) year quasi-administrative experience in a school setting.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.