



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Coordinator, School Health Programs**

**Class Code: 1229  
Work Days: 210**

**GENERAL PURPOSE**

Work with community, OCDE staff, and district leaders to develop programs and systems of care to ensure the safety and growth; physically, mentally, socially, and cognitively of all students (0 – 21 years) enrolled in public school systems throughout Orange County; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Serve actively on multiple community and health education committees.
  3. Maintain communication links with health related community agencies, institutions of higher learning, and school districts in Orange County.
  4. Assist district administrators in developing standards based criteria for evaluation of the professionals utilizing their professional standards.
  5. Select, train, supervise, and evaluate personnel; work with employees to correct deficiencies.
  6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  7. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
  8. Inform county administrators regarding new legislation and its potential impact on the educational environment.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

9. Serve as a consultant to district administrators regarding coordinated school health programs.
10. Assist in the development and evaluation of new and existing health programs.
11. Act to support valid research in the above components by participating in countywide assessment and evaluation planning.
12. Serve as a communications link to appropriate community and/or district programs, agencies, or personnel.
13. Work with the school health committees and partner organizations to promote good health and learning for all students in a safe and supportive environment.
14. Develop budgets for assigned programs, grants, and services.
15. Provide leadership and ongoing staff development and support in all health related areas.
16. Act as a Credentialed School Nursing Preceptor for those single district nurses who are not fully credentialed so they may be legally hired. Perform clinical evaluations and process paperwork to the appropriate University.
17. Collect statistical data yearly from various programs to facilitate evaluation and program direction priorities.
18. Consult with OCDE Legal Office on matters of health and nursing services and disseminated information as appropriate.
19. Act as a resource for parents, staff, and students to facilitate safe, appropriate referrals and care in a timely manner.
20. Demonstrate attendance sufficient to complete the duties of the position as required.
21. Act as liaison for the OCDE with parents, private businesses, consultants, governmental agencies, and district staff.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Organization, supervision, and effective management practices and principles.
2. Recent research findings and trends relating to school health.
3. California Education Code, California Health and Safety Code, California Administrative Code, and the policies, rules and regulations of the Orange County Department of Education.
4. Program design, assessment, and evaluation procedures.
5. Management practices and principles.
6. Staff development training strategies.
7. Principles of management and organization.
8. Principles of effective supervision, leadership, training, coaching and performance evaluation.
9. Basic procedures, methods, and techniques of budget preparation and control.
10. Pertinent federal, state, and local laws, codes, and regulations.

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**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, technical, and/or clerical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Coordinate, direct, and implement programs suited to the needs of the community.
4. Plan, implement, and coordinate activities and procedures designed to ensure the completion of established goals.
5. Plan, direct, and coordinate various programs.
6. Elicit community and organizational support for instructional programs.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in health education or a related field and five years of increasingly responsible educational experience involving health education programs.

**Licenses; Certificates; Special Requirements:**

A valid California School Nurse Services Credential.

A valid California Administrative credential may be required for some assignments.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with moderate to high pressure.

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