



QUALIFICATIONS FOR
SUPPORT SERVICES SPECIALIST, HEALTHCARE

TRAINING

- Required:
- Any credential(s) authorizing service as a school nurse with authorization to perform audiometric services
 - Registered Nurse license issued by the State of California
 - Bachelor's or higher degree
- Preferred:
- Public Health Nursing certificate
 - Nurse Practitioner license
 - Training in child growth and development, counseling and guidance, school nursing services and procedures, and health education
 - Authorization to teach First Aid

EXPERIENCE

- Required:
- That required for the credential
- Preferred:
- Experience in school nursing
 - Experience in public health nursing
 - Clinical experience involving communicable disease control, pediatrics or health education

OTHER QUALIFICATIONS

- Knowledge of:
- Organization and implementation of a health program
 - Interviewing and counseling techniques
 - Teaching techniques and methods
 - Community resources for health and welfare services
- Ability to:
- Communicate well, both orally and in writing
 - Use screening procedures for determining physical abnormalities
 - Render first aid
 - Teach CPR
 - Interpret the school health programs to individuals and groups
 - Establish and maintain cooperative and effective working relationships
 - Keep accurate records, and to organize and maintain student records

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
SUPPORT SERVICES SPECIALIST, HEALTH CARE

Primary Function

The Support Services Specialist, Health Care is responsible for coordinating, designing and implementing health care services that will enable students to make optimum progress toward the attainment of District goals.

Duties and Responsibilities

The Specialist:

1. Trains school personnel to complete student screening programs for vision, hearing and scoliosis; coordinates and evaluates the program of student immunizations and the Child Health Disability Prevention Program; assists the schools in implementing and developing the Human Growth and Development Program and other health related educational programs;
2. Provides and evaluates appropriate specialized physical health care services for physically handicapped students;
3. Identifies, assesses and communicates conditions of health that adversely affect the achievement of expected student progress;
4. Conducts staff development and training to update school health aides and nurses on health related issues and requirements;
5. Serves as a resource to staff in matters relating to health education programs;
6. Contributes health data to the processing of students for special education, outside referral or case study development;
7. Monitors site level health office operations to insure that each is operated in a manner consistent with sound management as well as health standards and practices;
8. Serves as a liaison to appropriate county, health and social service agencies;
9. Works cooperatively with peers, staff and District Office personnel to evaluate and improve the scope and quality of the health services program;

Support Services Specialist, Health Care – Page 2

10. Under the director of a Board approved preceptor, provide Child, Health & Disability Prevention (CHDP) physicals, immunization clinics, and treatments for minor acute conditions to children in grades K-12 and preschoolers;
11. Assists the supervisor in carrying out other duties and responsibilities as directed;
12. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
13. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.

6/15/92; 3/97