

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR HEARING SERVICES & NURSES

BASIC FUNCTION:

Under the leadership of the Executive Director, Student Services, coordinate and facilitate prevention and health programs, including but not limited to providing trainings and technical assistance to districts regarding mandated health services, supporting the operation of the School Health Services Standards and Practices Committee (HSSPC) and supporting the functions of the district's Deaf and Hard of Hearing Services/Hearing Conservation,

ESSENTIAL / REPRESENTATIVE DUTIES:

Serve as resource to school districts to provide technical expertise regarding nursing practices, including COVID response and safety measures;

Work with Ventura County Public Health (VCPH) to provide clear lines of communication between agencies in order to facilitate the work of health services within schools;

Facilitate communication, collaboration, and outreach between schools, agencies, contractors, and district staff to support program implementation;

Provide technical assistance and guidance to school districts and charter schools and provide support to school district personnel for implementation of prevention and safety measures;

Provide technical assistance and support to school districts regarding compliance mandates such as immunization and vision, hearing, oral health and health screening;

Develop and maintain positive working relationships with district coordinators, administrators, community and business organizations, and statewide stakeholders;

Prepare, distribute, and maintain a variety of narrative and statistical reports, records and files related to hearing screening and audiology services; develop and maintain electronic data systems; assure compliance with applicable State and federal codes, rules, laws and regulations;

Assist monitoring of budgets; analyze and review budgetary and financial data;

Represent the Department at meetings, conferences, workshops, and other activities; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve as liaison for the County Office and school districts with outside agencies and the State on a variety of issues;

Support ongoing service agreements and Memoranda of Understanding (MOU) with school districts and county and community-based organizations related to hearing screening and hearing support services; Plan, monitor, supervise and conduct ongoing evaluation of assigned programs and projects;

Support the safe operation of schools in response to public health direction and mandates, with particular attention to removing barriers to attendance for districts/schools serving disadvantaged students (such as homeless, migrant, socio-economically disadvantaged, English-learner, foster youth) and students with disabilities;

Communicate and coordinate applicable policy, practice, procedure, and law related to health services within schools through trainings and presentations;

Maintain professional competence through participation in meetings, conferences, and workshops;

Maintain required documentation of project services, activities, accomplishments, and program records;

Support audiometric and audiological services, including referrals, screening, assessment, and evaluation;

Work in conjunction with VCOE SEEP A to support students within the Deaf and Hard of Hearing (DHH) program;

Coordinate with health care providers, county agencies and community-based organization to support students within the DHH program;

Support the use of Hearing Assistive Technology (HAT) services;

Support the scheduling of hearing services and supports for school districts and referred families; Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Audiological and audiometric services, including hearing screening, assessment, and referral; Hearing assistive technology;

Public health practices and procedures for treatment in coordination with other health and social service agencies;

School Health Services Standards and Practices;

Adult learning theory and coaching skills;

Interpersonal skills using tact, patience, and courtesy;

Public speaking and presentation skills;

Public health agencies and local health care resources;

Health and safety regulations;

Local, state, and federal regulations, funding, and policies related to schools, including VCOE organization, operations, policies, and objectives.

ABILITY TO:

Work effectively with adult learners and students;

Interpret, apply, explain, and enforce rules, regulations, policies, and procedures;

Work well in a team environment with site and district staff members using high-level interpersonal and adaptability skills;

Coordinate and facilitate services between schools, local agencies, and other community resources;

Develop positive working relationships;

Communicate effectively orally and in writing;

Prioritize duties and delegate responsibilities;

Work independently with little direction;

Operate word processing, spreadsheets, and database software applications;

EDUCATION AND EXPERIENCE:

Master's degree in Public Health, Nursing, or health related field, required;

Bachelor's degree in nursing, health education or closely related field, required;

Three years' experience working with youth or within education, required;

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential;

Valid California driver's license;

Valid California State Registered Nurse License or California School Nurse Services Credential, preferred;

Current BLS Healthcare Provider Level CPR Training;

Basic Life Support Instructor Status desirable.

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 30 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; 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. Employees typically work in an office environment that is fast paced with high pressure. Subject to driving your personal automobile to conduct work.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly. Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.

