HEALTH SERVICES COORDINATOR
(Management Position)

SALARY AND BENEFITS: This management position is a 225 day position with a salary range from $77,704-$95,400. A district-paid medical, dental and vision care program is available for the employee and qualified dependents.

RESPONSIBILITIES: Under direction to provide basic health services to students; assist in the planning and implementation of school health programs in cooperation with medical authority and school personnel; to evaluate the health status of students and the health service program; to provide instruction in health practices, first aid, child care, and other related subjects; to serve as a resource pertaining to student health management strategies, and welfare and attendance problems and concerns. Assists in the development and monitoring of the health service portion of individual education plans for students with exceptional needs, including medication and health procedures. Assists in the planning, development, and implementation of strategies to provide for health service emergencies.

QUALIFICATIONS: Successful candidate must be in possession of, or qualify for, a valid California School Nurse Services Credential. Candidates must posses a valid California Nursing License. Candidates must possess a valid California driver’s license and must be insurable by the district’s carrier.

APPLICATION PROCEDURE: To apply, please submit ALL OF THE FOLLOWING to Mrs. Lisa Azevedo, Assistant Superintendent, Instructional Personnel and Programs, 16703 South Clark Avenue, Bellflower, California 90706 which must be received NOT LATER THAN 4:30 p.m. on May 13, 2013 OR UNTIL DISTRICT NEEDS ARE MET.

1. District Application Form
2. Letter of Interest
3. Resume'
4. A minimum of 3 letters of recommendation
5. Transcripts (Photocopies acceptable)

A limited number of candidates will receive an invitation for a personal interview. Only those candidates who are invited to an interview will receive written notification.

APPLICATION DEADLINE DATE:
RECEIVED IN THE DISTRICT PERSONNEL OFFICE BY 4:30 p.m. May 13, 2013 OR UNTIL DISTRICT NEEDS ARE MET

CANDIDATES WHO DO NOT HAVE ALL REQUIRED APPLICATION MATERIALS WILL BE DISQUALIFIED