Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org

Educational Excellence

Job Description

POSITION TITLE:	Health Services Supervisor
SALARY PLACEMENT:	Administrative Salary Schedule (Annual) RAPA Certificated Administrators Positive Calendar

SUMMARY:
Under the direction of the Associate Superintendent, Elementary Education or Designee, assists in the development and implementation of district policies and procedures related to the school health program, provides leadership in articulating and coordinating the school health program throughout the District; assists in training, supervision and evaluation of personnel within school health program areas.

SUPERVISOR:
Associate Superintendent, Elementary Education or Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The essential duties and responsibilities for this position include, but are not limited to, the following:

1. In collaboration with school site administration, supervise the delivery of school health services to all students in the District.
2. Develop, implement and monitor training for all staff involved in providing school health services.
3. Collaborate with school personnel, parents, health and social services agencies and providers to develop resources for student health and well-being.
4. Assist principals in the screening, employment, and evaluation of Health Office staff.
5. Coordinate all mandated student health services and prepare required reports for State and Federal programs
6. Integrate school health with other District programs and activities.
7. Collaborate with and advise Associate Superintendent, Elementary Education or Designee regarding district policies and procedures.
8. Finalize and approve individual Health Assessments and School Health Care Plans.
9. Monitor and update school health office procedures and train staff as required.
10. Submit reports and recommendations to the District as requested.
11. Serve as a resource person to schools, parents and community groups on school health topics.
12. Collaborate with Associate Superintendent, Elementary Education or Designee and principals to ensure compliance of District special health programs with State and Federal law.
13. Serve as a resource person to District initiatives in health education, healthy school environment and health promotion for staff.
14. Participate as a school health expert in District programs for improving school attendance, preventing accident and injuries, decreasing school violence, and enhancing disaster readiness.
15. Assess situations involving student's safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
16. Provide training on various health related subjects (e.g., CPR, disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to students, teachers, and other school personnel on such issues.

17. Report students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.
18. Supervise all first aid, medication, and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile, and/or injured children.

KNOWLEDGE OF:

- Operational characteristics, services, and activities of a school health program
- Principles of nursing related to school health services
- First aid practices, procedures, methods and techniques
- Specialized healthcare procedures, including but not limited to: catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, intravenous medication and infusion, and oxygen administration
- Principles of public health administration
- Child development, common childhood health problems, health care agencies and resources, public school operations, materials and methods of health education
- Childhood diseases
- Pertinent Federal, State, and local laws, codes, and regulations
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Manage and coordinate the work of lower-level staff
- Work with minimum supervision and adapt to a variety of settings
- Function as a team member
- Supervise and train staff
- Interpret and explain District policies and procedures related to the school health program
- Interpret school health program to administrators, teachers, parents and community
- Counsel pupils, teachers, and parents regarding health needs and functions
- Give specialized instruction to schoolchildren
- Prepare clear and concise reports
- Respond appropriately to emergencies or conflict situations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively collaborate with administration, parents, teachers, and other District departments
- Maintain effective audio-visual discrimination and perception needed for:
    - Making observations
    - Communicating with others
    - Reading and writing
    - Operating assigned equipment and vehicles
- Maintain mental capacity which allows the capability of:
    - Making sound decisions
    - Demonstrating intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: administration of CPR, administration of first aid
- Maintain strict confidentiality

EDUCATION:

Possession of an Administrative Credential and a valid School Nurse Credential required.
Special Teaching Authorization in Health preferred
Master's degree or equivalent preferred

EXPERIENCE:
A minimum of three years of school nurse experience in public schools; a background in interdisciplinary collaboration with emphasis on continuous quality improvement and research-based practice.

CERTIFICATES, LICENSE, REGISTRATIONS:
Valid California License to practice as a Registered Nurse
Valid California Driver's License
Current adult and child CPR card
Current first aid card

REQUIRED TESTING:
Must pass appropriate skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category III:
1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting over 50 pounds or carrying any object weighing over 25 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 19, 2010
Revised: October 21, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.