

Coordinator IV, School Based Health and Provider Relations

Position Details

Job Code: U7403

Reference Code: A179

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is directly responsible for the School Based Health and Provider Relations Department that builds and maintains community partner relationships, negotiates, composes, and oversees legal contracts with community partners for the provision of dental, vision, behavioral/mental health, and health care services at school based health centers and all school sites. Additionally, this position functions to assist the Health Services Department to promote student health and safety. This position is directly responsible to the Director, Health Services, Student Services Division.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in the coordination of nursing coverage and facilitating ongoing referrals to school based clinics during extended school year (ESY), summer programs, and after school activities.
2. Collaborates, develops, and maintains relationships with community partners who provide dental, vision, behavioral/mental health, and health care services to

increase services to Clark County School District (CCSD) students that may not otherwise have access to these services.

3. Collaborates, develops, and maintains relationships with community partners who provide support to families who have students with disabilities attending CCSD and may not otherwise have access to these services.
4. Collaborates, develops, and maintains relationships with CCSD department staff to promote and provide professional learning on all services for families so students that may not otherwise have access to these services are served.
5. Negotiates, composes, and oversees legal contracts [Memorandums of Agreement (MOA)] with community partners for the provision of dental, vision, behavioral/mental health, and health care services at school based health centers and all school sites; provide technical assistance (to community partners and school administration) and oversight for the existing school based health centers and MOAs.
6. Assists the Health Services Department in planning and implementation of in-service programs involving school nurses and support staff; assists with the revision of District and non-District health-related forms; assists with the ongoing development and revision of Health Services departmental handbooks; assists with the implementation of ongoing departmental improvement, development, and implementation of procedures and policies for Health Services Department mandates; and, assists in the development and implementation of program standards and procedures.
7. Directs accountability for the School Based Health and Provider Relations Program budget, including oversight of grant monies awarded through the MGM Resorts Foundation Grant.
8. Collaborates with the Office of the General Counsel, Risk Management, Facilities, Real Property, and other CCSD departments to resolve issues related to school based health centers and school-based provision of services.
9. Serves as contributing member on various boards or committees, in alignment with program goals.
10. Represents the Director upon request.
11. Performs other tasks related to the position, as assigned.

Position Expectations

1. Knowledge of state and federal laws regarding school based health centers and Federally Qualified Health Centers.
2. Knowledge of Medicaid billing and practices related to school based health centers and school based services.

3. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet CCSD and state standards.
 4. Knowledge of Individuals with Disabilities Education Act (IDEA, P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
 5. Thorough working knowledge of federal, state, and local mandates.
 6. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
 7. Knowledge and awareness of community needs, problems, and organizations, and the relationship of these to the educational program and the School Based Health and Provider Relations programs.
 8. Knowledge of managing grant money, budget procedures, and policies.
 9. Knowledge of Free Appropriate Public Education (FAPE).
 10. Knowledge of Nevada Open Meeting Law (OML).
 11. Knowledge and functional use of Systems, Applications, and Products in Data Processing (SAP)/enterprise resource planning (ERP) software.
 12. Knowledge and functional use of Human Capital Management (HCM), Taleo, and PeopleSoft.
 13. Knowledge of fiscal accountability.
 14. Understanding and knowledge of data analysis.
 15. Ability to work with large amounts of data and input and synthesize a cohesive answer or recommendation from the varied input.
 16. Ability to effectively communicate both orally and in writing.
 17. Ability to effectively work with diverse groups and foster cooperation.
 18. Effective collaborative, communication, interpersonal, and negotiation skills.
 19. Ability to remain productive under pressure, meet deadlines, and manage multiple projects simultaneously.
 20. Effective skills in planning, organizing, and coordinating activities and events.
 21. Ability to develop, implement, and interpret diagnostic services and procedures.
 22. Awareness of community needs, problems, and organizations, and the relationship of these to the educational program.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated at least five (5) years of experience related to the administrative position.
2. Previously demonstrated at least three (3) years of successful school nurse experience in an accredited K-12 public or private school.

Preferred Qualifications

1. Two (2) or more years of involvement in community service.
2. Demonstrated involvement with community outreach programs, networking, and building community and partner relationships.
3. Skilled in diplomacy, judgment, leadership, and problem solving.
4. Knowledge and understanding of CCSD standards.
5. High level of confidence, initiative, and motivation.
6. One (1) year of quasi-administrative or leadership experience.
7. Knowledge and understanding of health services provided in a school setting.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/18/22
- Created: 12/04/20