

# California State University, Fresno

College of Health and Human Services

School of Nursing

## School Nurse Services Credential Program

### Coordinator Position Description

**Title:** Coordinator, School Nurse Services Credential Program

**Rank:** Lecturer

**Status:** Part time

**General:**

The School of Nursing mission is to offer quality nursing education to undergraduate and graduate nursing students that prepares nurses with clinical decision-making skills based on theory and research. Additionally, the school seeks to establish an academic foundation for Advanced Practice Nursing and Doctoral preparation. As life-long learners, graduates are prepared for delivering quality healthcare to diverse populations across environments. Graduates will lead, supervise, delegate, manage, evaluate care outcomes, and demonstrate the ability to act as consumer advocates in promoting wellness and facilitating change.

**Position Summary:**

The Coordinator, School Nurse Services Credential Program is responsible for all administrative aspects of the program including program outreach and visibility, recruitment, candidate assessment, acceptance to program, recommendation for credentialing, candidate advising and program content.

The purpose of the School Nurse Services Credential Program is to provide candidates with a quality academic program that meets the requirements for a California School Nurse Services Clear Credential as established by the California Commission on Teacher Credentialing (CTCC). The program prepares health professional candidates with the knowledge, skills, and competencies to provide optimal nursing care, health promotion, guidance, and counseling to school children and their families.

**Required Education:**

Bachelor of Science in Nursing  
Master's in Nursing or Master's in Education  
California School Nurse Services credential

**Required Experience:**

Ten years in school nursing with a broad range of experiences in multiple areas working with students K-12

Demonstrated ability to form productive working relationships between the University and a wide variety of community agencies and school districts

Active leadership role within a professional organization such as the California School Nurse Organization or the National Association of School Nurses.

Demonstrated commitment to working effectively with faculty, students and staff from diverse ethnic, cultural and socioeconomic background

**Required:** Current California Registered Nursing licensure

**Preferred Qualification:**

Administrative credential from the California Commission on Teacher Credentialing.

**Duties and Responsibilities:**

Coordinate administrative aspects of the program including program outreach and visibility, recruitment, candidate assessment, acceptance to program, recommendation for credentialing, candidate advising and program content.

**Outreach and Visibility**

- Coordinate, Plan, Review, and Monitor School Nurse Services Credential Program
- Review School Nurse Services Credential Program website annually and submit updates
- Review California State University, Fresno Catalog annually and submit updates
- Update/create program brochure
- Update student handbook annually

### **Candidate Advising and Recruitment**

- Update program information submitted to potential candidates
- Recruit for potential candidates
- Respond to program inquiries from potential candidates
- Review applications and transcripts to determine eligibility
- Notify candidates of acceptance, denial or waitlist status

### **Candidate Acceptance**

- Provide candidate orientation to the program
- Provide candidates registration information for with Continuing and Global Education division, send permission numbers to students
- Collect from student documentation for TB, CPR
- Arrange for Pre-Knowledge Based Questionnaire completion by candidate
- Maintain spreadsheets for Cohorts, new contacts, new applications, waitlist applications

### **Program Content**

- Review and update program curriculum annually
- Submit course proposals to CGE each semester
- Hire, orient and assist instructors
- Assist with updating syllabi
- Develop Canvas classes and review each semester
- Open courses when semester begins
- Zoom meetings as needed with faculty and students
- Set up/create educational presentations

### **Fieldwork and Placement**

- Communicate with preceptor regarding preceptor role
- Work with School of Nursing and Procurement department to assure Affiliation Agreements are in process or completed
- Attend CSNO state conference for Educators meeting and to participate in a breakout session regarding program

### **Student Monitoring**

- Maintain student files
- Review files and recommend students for credentialing
- Prepare completion certificates
- Assist candidates with extension letters as needed through the Credential Analyst

### **Program Assessment and Review**

- Collect data showing program effectiveness
- Final program review with instructors for quality improvement
- Provide necessary reports for the California Commission on Teacher Credentialing during Accreditation periods
- Meet with School Health Advisory Committee bimonthly
- Attend Faculty and Graduate committee meetings monthly

### **Supervision:**

Coordinator oversees faculty involved with the School Nurse Services Credential program.