

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**NURSE PRACTITIONER, EMPLOYEE HEALTH SERVICES**

**Job Purpose**

Coordinates the District and Employee Health Services Unit programs and mandates under the direction of the Chief Medical Director; and collaborates with District and school health professionals to support schools in responding to the health needs of students.

**Responsible to**

Receives administrative direction from Chief Medical Director or designee and clinical direction from an assigned physician.

**Functions**

Essential Functions

1. Obtains a complete health history and evaluates teachers, administrators, and other professionals for the purpose of diagnosing and treating according to written standardized procedures.
2. Uses prescriptive authority, in accordance with state and federal laws and regulations, to treat illness, improve health status, and provide preventative care.
3. Coordinates and facilitates the District's tuberculosis and supports immunization compliance programs.
4. Coordinates development and implementation of the health education curriculum.
5. Consults, serves as a resource person, and develops in-service training for teachers, administrators, and nurses.
6. Facilitates and makes recommendations for employment health evaluations.
7. Reviews and approves mandated medical clearances for certificated applicants and returning retirees.
8. Verifies documentation for compliance with District policies and regulations for employees returning from medical leaves and requesting leave extensions or reinstatements.
9. Evaluates, examines, and advises employees with physical and psychiatric health concerns and makes recommendations and referrals, as needed.
10. Collaborates with multi-disciplinary team members including school physicians, mental health professionals, nurses, and school personnel to ensure timely access to services in order to assist children/families in identifying barriers to learning.
11. Collaborates with school health professionals to recommend interventions to support the child's education plan and assists with the modification as needed to address the patient's needs.
12. Provides work direction to medical assistants and nurses as needed.
13. Consults and participates with crisis intervention teams throughout the District, the Los Angeles County Department of Mental Health, local law enforcement agencies, in cases of employee mental health threats or threats to schools and students.
14. Provides nurse practitioner and nursing level assistance in schools designated as shelters during crisis situations and major disasters.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

## **Qualifications**

### Education

An earned master's degree or advanced degree of at least equivalent standard from a regionally-accredited college or university

### Experience

#### *Desirable*

One year of successful full-time service as a nurse with a school district or educational institution, experience in employee or occupational health, and experience in the supervision of medical and/or clerical personnel.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### License

#### *Required*

1. Possession of a valid, active Nurse Practitioner Certification from the California Board of Registered Nursing
2. A Nurse Practitioner Furnishing License and a Drug Enforcement Administration (DEA) Registration number
3. Possession of a valid, active California Registered Nurse License

#### *Desirable*

National Certification as a Nurse Practitioner with a focus on family, pediatric, or mental health services.

### Credential

One of the following California credentials authorizing service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools:

1. A valid Health and Development Credential authorizing service as a school nurse
2. A valid Service Credential with a specialization in health authorizing service as a nurse
3. A valid School Nurse Services Credential

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of advanced principles, occupational practices, accepted trends, literature, research, and current practices in the field of pediatric, adult, and psychological nursing, and employee health services.
2. Knowledge of occupational illnesses related to various employment classifications.
3. Knowledge of theory and practice of physical diagnoses and psychological assessment methods, including the use of the Diagnostic and Statistical Manual of Mental Disorders and psychopharmaceutical methods of treating both chronic and episodic physical and mental disorders.
4. Knowledge of federal and State health and safety regulations.
5. Knowledge of federal and State laws pertaining to worker's compensation, Family and Medical Leave Act (FMLA), Americans with Disability Act (ADA), and reasonable accommodation.
6. Knowledge of principles of supervision.
7. Skills in review of systems, physical assessment, diagnosis and treatment of common adult medical and psychological illnesses and diseases.
8. Skill in detecting symptoms of communicable diseases, mental and physical disorders.
9. Ability to create and present professional in-service trainings for school employees.
10. Ability to communicate effectively with employees, administrators, parents, students, and outside medical providers.
11. Ability to communicate effectively orally and in writing with a strong focus on customer service.
12. Ability to make, support, and explain recommendations and decisions.
13. Ability to use computer software programs including Microsoft Office and common office equipment.
14. Ability to dedicate full attention to job duties during working hours.
15. Ability to speak with employees experiencing emotional distress with compassion and understanding.

16. Ability to follow established written standardized protocols.
17. Ability to work effectively with diverse populations.
18. Ability to plan, organize, prioritize, and manage time for self and others.
19. Ability to observe and facilitate subordinate activities.

#### Health

Physical and mental fitness to engage in nursing service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

#### Special Requirements

1. A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.
2. A valid active Health Care Provider CPR card issued by an approved program
3. A valid active First Aid card issued by an approved program
4. Annual Bloodborne Pathogen training (new employees must complete prior to employment)

*NOTE: This is a Nurse Practitioner Salary (NP) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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