



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 5/17/2023

Community School Nurse Practitioner

Pay Scale: B

Level: 17

FLSA Status: Exempt

Job Family: Student Services

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Community Schools Nurse Practitioner (CSNP) will oversee the school health programs in the Community Schools and provide functional supervision of Health Clinic Specialists, School Nurse Assistants, and School Nurses working in the Community Schools health offices. The CSNP will ensure that school health programs meet the standards of the Virginia Department of Health, Virginia Department of Education, and the Virginia State Nursing Board. The CSNP provides in-service training and develops and implements procedures for school clinic operations. This CSNP also provides management and oversight of the mobile health clinic that functions to bring health care to students enrolled in LCPS schools with the Community Schools designation. The CSNP provides oversight for staff that are working in the mobile health clinic and collaborates with community partners.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides functional direction over school-based health office staff including school nurse assistants, health clinic specialists, and school nurses. Provides instructions and guidance regarding proper procedures and protocols, response to inquiries regarding elementary and secondary school clinics to assess onsite operations.
- Orders, monitors, and appropriately stores vaccines
- Develops and implements vaccine events for LCPS students. Administers vaccines and oversees the vaccination of students by LCPS school nurses.
- Participates in the overall planning of school health programs and participates in the development of best practices and standard operating procedures
- Prepares parent referrals of students to physicians, social services, hospitals, and other health services
- Confers with and advises school administrators regarding student health issues including student medical concerns, parent medical concerns, health emergency procedures, and special education needs
- Prepares and evaluates health care plans for students, as needed
- Develops and delivers health/medical training courses for Student Health Services staff, bus drivers, food service staff, administrators, and others

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- Provides support for clinic staff as needed and appropriate and as requested by the Supervisor of Student Health Services
- Stays current on pupil accounting laws and changes in enrollment/registration requirements at the state and local level
- Communicates with the Supervisor and Specialist of Student Health Services regarding staff and student updates and health needs at schools
- Participates in the Medicaid billing process. Participates as a member of the Individualized Education Plan team and 504 committee

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree in Nursing

Experience

Experience as a registered nurse and nurse practitioner

Experience providing nursing and/or community health services to school-aged children

Licenses and Certifications

Licensure as a Nurse Practitioner in Virginia, with autonomous practice and prescriptive authority

Knowledge, Skills and Abilities

- Ability to plan, develop, and implement effective school health programs
- Ability to direct and supervise the activities of school-based student health staff
- Knowledge of nursing issues, trends and best practices
- Ability to deal effectively with students with health or medical concerns
- Ability to work cooperatively with others, including administrators, parents, and community partners

Physical Requirements

The following provides a brief description of physical requirements for this job:

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds	X			
Lift or move more than 50 pounds	X			
Balance	X			
Stoop			X	
Kneel			X	
Crouch/ Squat			X	
Reach			X	
Stand			X	
Sit			X	
Walk			X	
Push		X		
Pull		X		
Bend/turn/twist head or neck			X	
Bend/turn/ twist waist			X	

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Manipulate (pick, pinch, etc. with fingers)			X	
Grasp			X	
Feel			X	
Talk			X	
Hear				X
See				
Remain stationary		X		
Travel by foot			X	
Travel by transport		X		
Repeat hand/arm, wrist/finger motion			X	
Repeat leg/ foot/ toe/ ankle motion			X	
Operate motor vehicle			X	
Wear protective equipment			X	

Environmental Hazards

	Rare	Occasional	Frequent
Extreme heat	X		
Extreme cold	X		
Inclement weather	X		
Intense noise	X		
Fumes, odors, dust, gas	X		
Chemicals, bodily fluids, infectious diseases			X
Inadequate lighting	X		
Heights	X		
Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc)	X		
Challenging verbal interactions (offensive language, shouting, threats, etc)		X	

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.