



REVISED: Submitted:  
07/01/2024 03/26/2024

JOB TITLE:	NURSE PRACTITIONER HEALTH SERVICES
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8503
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Provides acute and primary care. Serves a bridge between the health care and education system as well as other providers. Support addressing student social needs, social determinants of health, and health equity and lead school nurses to do the same. Work with Zone leaders and principals using a data-driven approach to determine health issues that may be impeding student academic outcomes.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides assessment, counseling, education and management including diagnosis, and prescribing treatment/medications for health conditions as supported by appropriate clinical standards of care in cooperation with parents, students, & healthcare providers

Promotes wellness for students and staff. Follows district protocols for the prevention and control of communicable diseases including securing and administering the Vaccines for Children program

Consults with and serves as liaison to staff, parents, students, and healthcare providers on health-related issues

Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed in district electronic health record

Performs complete physical examinations following the AAP Preventive Care/Periodicity Schedule and appropriate medical procedures and treatment as needed with a focus on students showing signs of lack of access to health care

Provides training to staff, parents, and students on health-related issues when school-based RN's are unavailable

Keeps current on medical information, public health issues, and treatment procedures. Maintains current certification in first aid and CPR including instructor's certificate, as well as certification as a nurse practitioner per requirements set forth by the Kentucky Board of Nursing

Works in cooperation with and provides trainings for District school nurses, CNAs and nurse practitioners, and provides oversight and supervision for assigned school nursing staff working in JCPS

Maintains records, documents all patient encounters in the district electronic health record and prepares necessary forms and reports, etc. according to program standards

Acts as a resource for all health concerns in the District and assists with staff wellness initiatives

Participates in district Medicaid billing and supports assigned staff participation

Performs other duties as assigned by the supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

This work is conducted in an office setting and school setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and driving. The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Current license as a Certified Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky or license recognized by the KY Board of Nursing through the interstate Compact

Master's Degree

Current Family or Pediatric Nurse Practitioner Certification

Two (2) years of successful nursing experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in adult and pediatric/adolescent nursing

Experience with population health, public health training and ability to work with diverse populations. Certification as a FMCSA medical examiner