Dear Candidate:

Thank you for considering the Los Angeles Unified School District for employment as School Nurse. The Human Resources Division works hand-in-hand with the Student Health and Human Services Division to insure candidates selected for employment are the most highly qualified.

Candidates for this position will be evaluated in three basic areas: training; references; and an interview which will be conducted by the District Nursing Services staff. The following pages will provide guidelines and information necessary to accomplish this confidential application process. District Nursing Services will be in contact with you throughout this process.

If you have any additional questions, you can contact Carmen Montes, RN, MA, Nursing Specialist for Recruitment, at 213-202-7580

Sincerely,

Derek M. Ramage
Director

encl.
Job Purpose: Provides nursing services in an assigned school location or in an assignment providing District-wide nursing services. When serving in a school-located position, receives administrative direction jointly from the principal and a Field Coordinator, School Nursing (Performance evaluation is the final responsibility of the Field Coordinator, School Nursing), and receives technical direction from a Field Coordinator, School Nursing. When assigned to a District-wide health services program, receives administrative and technical direction from a Field Coordinator, School Nursing or the Director, District Nursing Services.

QUALIFICATIONS

Education and Work Experience
1. A bachelor's degree from an accredited college or university in Nursing or a related field.
2. Two years successful paid work experience as a Registered Nurse is desired but not required.

Credential
Meet the requirements for preliminary School Nurse Services Credential.

License
Possess a valid, active California Registered Nurse License.

Citizenship
Applicant must be either a United States Citizen or have the legal right to work in the United States.

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; evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirements
1. A valid California Driver License and use of an insured automobile.
2. Current BLS CPR (for Health Care Providers) certification.
3. A valid active First-Aid card issued by an approved program.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Skills in detecting symptoms of communicable diseases and physical defects.
2. Ability to communicate effectively with students, parents, other District personnel and community representatives, both individually and as a group.
3. Knowledge of the fundamental principles, accepted trends, literature and research in the field of school nursing.
4. Ability to compose and comprehend written communication.
5. Ability to work effectively with all racial, ethnic and socio-economic groups.
6. Mobility to traverse all areas of the work site.
7. Mobility to respond quickly in an emergency situation.
8. Ability to observe subordinates' activities.
9. Ability to use and care properly for the materials, supplies and equipment employed in nursing.

**PHYSICAL AND MENTAL DEMANDS**

1. Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
2. Ability to lift 25 pounds and assist with lifting students.
3. Mental acuity to collect and interpret data, evaluates, reason, define problems, establish facts, and draw valid conclusions.
4. Hearing sufficient to conduct in person and telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance on the telephone.
6. Vision sufficient to read printed materials.
7. Manual dexterity sufficient to write, uses the telephone and business machines, and provide medical treatments.
8. Physical stamina sufficient to sit, stand or walk for prolonged periods of time.

**APPLICATION PROCEDURE**

**For Full Time Positions**
Applications will be accepted in the District Nursing Office. After an evaluation of training and experience including ratings received from referents, candidates will be contacted for an interview. Successful candidates will be placed on an eligibility list.

**For Substitute Positions**
Applications for substitute work will be accepted throughout the year except during periods when the need for substitutes has greatly diminished. Call (213) 202-7580 for information and appointment.

**NON-WRITTEN EXAMINATION**

1. Evaluation of training and experience based upon the application and ratings received from referents.
2. Evaluation of personal qualifications based upon an interview and ratings received from referents.

**DUTIES AND RESPONSIBILITIES**

1. Interprets the principles underlying a school, children's center or a District-wide health program.
2. Counsels and guides students to meet their individual health needs by interpreting health appraisals and standards of normal growth and development.
3. Assists with in-service education of school personnel in healthful living and communicable disease control.
4. Assists school personnel in relating health instruction and guidance to specific needs of students.
5. Notifies, counsels and assists parents in remedying student health defects.
6. May provide nursing assistance in schools designated as shelters during major disasters.
7. Participates with school administrators and other school personnel in developing and conducting, in accordance with established policy, a school health program which includes the following:
   a. Appropriate health education of students, individually and in groups;
   b. Responsiveness to accidents, emergency illnesses and crisis situations that occur at school;
   c. Determination of each student’s health status including vision, hearing, dental, orthopedic, immunizations and general health appraisals;
   d. Consultation with students and school personnel to promote emotional health;
   e. Coordination and implementation of service provided by teams from the Child Health and Disability Prevention Program, Communicable Disease-Immunoization Program, Asthma Program, and Dental Health Program;
   f. Assistance to school physicians with health examinations;
   g. Maintenance of necessary health records including electronic health record (Welligent);
   h. Control of communicable disease through re-admissions, exclusions, inspections, and determination of immunization assessment with follow-up where needed;
   i. Inspection of the school plant to help maintain an environment for optimum health; and
   j. Reporting or assisting in the reporting of suspected child abuse cases.
   k. Supervises the performance of subordinate personnel who provide physical health services.
8. Assists in maintaining proper student control in school buildings and on the grounds.

OTHER FUNCTIONS
1. During periods of critical personnel shortage or other emergency situation, temporarily performs 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 which 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.

APPLICATION PROCESS
1. Print and complete the application.
2. Send by US mail to:

Los Angeles Unified School District  
Student Health and Human Services  
District Nursing Services  
Attention: Tonya Ross, RN, MA  
Director, Nursing Services  
121 North Beaudry Avenue  
Los Angeles, CA 90012  
Phone (213) 202-7580 or  
FAX (213) 580-6557
Thank you for your interest in the School Nurse Position. The following instructions are to assist you in completing the application process.

Please complete and submit the following:

1. All items on the attached application. If an item does not apply, indicate: “none.” Print the form and sign the application.

2. Brief letter of introduction that discusses your interest in a school nurse position.

3. Typed resume.

4. List of 5 referents that have supervised you and can evaluate your nursing skills and practice within the last 3 years. Make 5 copies of the Release of Information Form and complete the top portion for each referent and sign. The District Nursing Office will send the Release of Information and Confidential Reference Forms directly to those on your referent list or may call the referents and provide the release upon request.

5. Photocopies of:
   - RN License
   - Healthcare Provider CPR Certificate
   - First Aid Certificate California
   - Driver’s License Social
   - Security Card

6. Graduates from a foreign country must have their transcripts evaluated. This can take about 2 weeks or more. Please refer to the list of agencies approved by the Commission for Foreign Transcript Evaluation. This list is available online. Go to District Nursing Services website (www.achieve.lausd.net/nursing) > School Nurse Employment > Qualifications > click Foreign Transcripts Information

7. Submit School Nurse Application, Resume, Referent List, and Release of Information either in person or via U.S. mail to:

   Los Angeles Unified School District
   Student Health and Human Services
   District Nursing Services
   Attn: Carmen S. Montes, RN, MA
   Nursing Specialist for Recruitment
   121 North Beaudry Avenue
   Los Angeles, CA 90012

8. All of the above materials and references must be submitted for consideration of employment. Applicants will be notified regarding their interview appointment.

For further information, please call (213) 202-7580.
PLEASE PRINT
NAME: ______________________________ SOCIAL SECURITY # __ __ - __ __ - __ __

Last First Middle

ADDRESS:
Number and Street City or Town State Zip Code

TELEPHONE: Residence (____) __________ Business (____) __________

QUESTIONNAIRE:

1. Are you a former employee of LAUSD? ☐ Yes ☐ No From _____ To _____ Employee # __________

2. Former name(s) by which records may be identified: ______________________________

3. Are you now under contract with another school district? ☐ Yes ☐ No

4. If you hold a California or out-of-state license, or certificate, indicate state, type, subject fields and expiration date:

5. Have you ever taken an examination or filed an application for certificated employment in the Los Angeles Unified School District? ☐ Yes ☐ No

6. Have you served in the U.S. Armed Services? ☐ Yes ☐ No (See Section 9, reverse side)

EDUCATION: List each college or university from which you have received a degree. List your most recent education first.

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PAID SCHOOL EXPERIENCE WITHIN THE LAST THREE YEARS: Current original LETTERS OF RECOMMENDATION (on letterhead) are required for your most recent three years of experience. Additional letter/s of recommendation may be required after an evaluation of your application.

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<th>LOCATION (Complete Address is Essential)</th>
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OTHER PAID EMPLOYMENT OR VOLUNTEER WORK:  Current original LETTER/S OF RECOMMENDATION (on letterhead) are required for your most recent three years of experience. Additional letter/s of recommendation may be required after an evaluation of your application.

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<th>NAME OF EMPLOYER</th>
<th>LOCATION (Complete Address is Essential)</th>
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AGREEMENT TO EMPLOYMENT

1. CONVICTIONS: You MUST complete Form 6087 if you have ever been convicted, fined, placed on probation, given a suspended sentence, or forfeited bail in connection with any violation of law, regardless of any subsequent court dismissal or expungement, with the exception of minor traffic violations such as parking or speeding.

PENDING COURT CASES: You MUST complete Form 6087 if you have any pending criminal court cases.

DO YOU HAVE A CONVICTION OR PENDING CRIMINAL COURT CASE TO REPORT ON FORM 6087?

☐ Yes  ☐ No  

Verified by:     Date:

2. FOR EVALUATIONS THAT DENOTE LESS-THAN-SATISFACTORY SERVICE: "I understand that if I have been issued an evaluation of any kind that denotes less-than-satisfactory service while employed with either the Los Angeles Unified School District or any other school or district, public or private, during the past five (5) years including evaluations currently pending, I must attach a statement on Form 1088, Report of Evaluation of Less-Than-Satisfactory Service." This information will be considered in your evaluation for employment with the Los Angeles Unified School District.

"I request a copy of Form 1088." ☐ Yes  ☐ No  

Verified by:     Date:

AN EVALUATION INDICATING LESS-THAN-SATISFACTORY SERVICE BY ITSELF DOES NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT. HOWEVER, FAILURE TO ACCOUNT FOR ALL EVALUATIONS INDICATING LESS-THAN-SATISFACTORY SERVICE (EITHER BY NOT REQUESTING FORM 1088 OR FAILING TO DECLARE ALL EVALUATIONS OF LESS-THAN-SATISFACTORY SERVICE ON FORM 1088) WILL RESULT IN DISQUALIFICATION OR DISMISSAL.

3. Have you ever had any credential, application, permit, license, or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?

☐ Yes  ☐ No

4. Have you resigned from or otherwise left public or private school employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?

☐ Yes  ☐ No

5. Have you ever been dismissed or not reemployed in any teaching or other position from public or private school?

☐ Yes  ☐ No

6. Are you now the subject of any inquiry, disciplinary action, review or investigation by a teacher licensing agency in any district, or in the courts of California or in any other state in connection with any alleged misconduct?

☐ Yes  ☐ No
7. Is any adverse action now pending against any credential or permit you hold which authorizes public school service or teaching in California or any other state?

☐ Yes ☐ No  For #’s 3 to 7______ Verified by: __________ Date: __________

"I understand that, if I have responded yes to any question (numbers 3-7) above, I must complete Form 1086."

8. "I understand that before I may be assigned to a District position, I must meet the health standards required by the State of California. This includes an evaluation for tuberculosis (determined through screening for tuberculosis risk factors and/or a Mantoux Tuberculin skin test) pursuant to Education Code 49406 and certification from a licensed physician that my health meets state standards to perform in the position for which I am applying; in accordance with Education Code 44839. I further understand that this is at my own personal expense."

9. "I understand that the Education Code Section 44838 requires that if I have ever rendered military service, I must indicate such and submit, as part of this application, a copy of the discharge release from service."

"I have served in the Armed Services." ☐ Yes ☐ No

10. "I understand that, prior to employment, each new employee of the Los Angeles Unified School District must complete and sign the Oath of Allegiance required of all public employees by Section 3, Article XX, of the Constitution of the State of California."

11. "I understand that, in order to serve in this classification in the Los Angeles Unified School District, it is necessary to hold or be eligible for a valid service credential issued by the Commission on Teacher Credentialing, Sacramento, California."

12. "I understand that federal immigration laws (Immigration Reform and Control Act of 1986) require employers to verify and attest to the employment eligibility of new employees to work in the United States. This requirement applies to all applicants.

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require District sponsorship for employment (e.g. H-1B visa)? ☐ Yes ☐ No

Verified by: __________ Date: __________

13. **REQUIRED:** You are instructed to provide a resume that will assist the committee in evaluating your qualifications for this position.

"I hereby certify that I have completed this application accurately and that I have read the statements above. I authorize the Los Angeles Unified School District to obtain information concerning me from former employers and any other persons I have given as references. I release all concerned from liability in connection therewith. I understand that incomplete or false statements may disqualify me from employment with the Los Angeles Unified School District."

Signature ___________________________ Date __________

Mailing Address:  Tonya Ross, Director, Nursing Services
Los Angeles Unified School District
District Nursing Services
121 North Beaudry Avenue
Los Angeles, CA 90012
# LOS ANGELES UNIFIED SCHOOL DISTRICT
District Nursing Services

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I am requesting and authorizing you to release information to:

Los Angeles Unified School District  
District Nursing Services / Recruitment  
121 North Beaudry Avenue  
Los Angeles, California 90012

Specific information desired: Employment qualifications

__________________________  
Print Applicant Name

__________________________  
Signature of Applicant