

**Nurse Practitioner (Student Health Services) 60%**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257895>

Downloaded On: Jul. 17, 2025 7:03am

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

**Job Title** Nurse Practitioner (Student Health Services) 60%  
**Department** Nurse  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Jun. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6275860>

**Apply By Email**

**Job Description**

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**Nurse Practitioner (Student Health Services) 60%**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 05/14/25\***

\*\*This job posting will become open-until-filled after the initial review date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

**Salary Grade:**C1-74

**Starting Salary:** \$6,705.64 (per month) plus benefits

**Full Salary Range:**

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\$6,705.64 - \$8,976.94 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

All interviewing costs incurred by applicant are the responsibility of the applicant.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**DEFINITION**

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Under the guidance of physician-approved standardized procedures and guidelines, performs medical and mental health examinations; diagnoses common medical conditions and develops treatment plans; educates and counsels patients regarding matters pertaining to their physical or mental health; assists in the prevention, detection, and correction of health related problems; refers patients to outside agencies for on-going healthcare needs; prepares and maintains a variety of health records, files, and reports; acts as liaison to facilitate the relationship of patients with resources of the College and community agencies; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for performing a variety of nursing care and treatment of patients. Work requires strong communication skills and knowledge of healthcare services and community resources available at the College and in the larger community. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Positions at this level perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Provides clinical services to patients by performing health assessments, interpreting diagnostic data, determining diagnosis, developing treatment plans, charting assessment results and documenting medical services provided, and recommending corrective and preventative health measures in accordance with established, physician-approved standardized procedures and guidelines.
2. Prescribes and dispenses medications and administers immunizations in accordance with clinic protocols.
3. Provides instructions to patients, orally and in writing, regarding findings, care plans, and follow-up recommendations; provides recommendations and referrals to appropriate community agencies.
4. Documents physical findings, nursing assessments, laboratory results, and interventions;

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discusses cases with physicians and other health professionals to prepare comprehensive patient care plan.

5. Evaluates, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.
6. Assists management in planning, developing, and implementing comprehensive Student Health Services programs and services including current professional standard of practice in medicine and nursing, quality assurance and control, regulatory compliance, program accountability, and insurance issue resolution.
7. Conducts annual review of registered nursing protocols; researches, recommends, and implements new and revised protocols and procedures.
8. Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
9. Communicates with patients, medical professionals, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information.
10. Maintains inventory of drugs, immunizations, and supplies, and orders supplies as needed.
11. Monitors medication and medical supply expiration dates; properly disposes of expired medications.
12. Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.
13. Maintains a clean and orderly environment to ensure the health and safety of students.
14. Attends a variety of meetings and training sessions as required.
15. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Current principles, practices, methods, and techniques in the field of nursing.
2. Medications and their desired effects, side effects, and complications of their use.
3. Basic laboratory procedures.
4. Common medical, physical, and psychological conditions, causes, and the procedures involved in diagnosis and treatment of these conditions.
5. Community resources and current trends and concepts, ethics, and legal matters pertaining to medical practice and mental health issues.

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6. Principles and practices of healthcare quality control assurance.
7. Communicable disease epidemiology, prevention, and control in accordance with recommendations from local and state public health departments, and the Centers for Disease Control.
8. Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
9. Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
10. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
11. Principles and practices of data collection and report preparation.
12. Record keeping principles and procedures.
13. English usage, grammar, spelling, vocabulary, and punctuation.
14. Modern office practices, methods, and computer equipment and software relevant to work performed.
15. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Develop, implement, and coordinate assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
3. Adhere to ethical standards of the nursing profession as described by the American Nursing Association.
4. Diagnose medical and mental health problems, conduct physical examinations, and perform laboratory tests; interpret diagnostic tests and develop medical and mental health treatment plans to meet the needs of patients.
5. Collect, organize, record, and communicate data relevant to health assessments as per current legal requirements.
6. Work responsibly with physicians and other members of medical and mental health teams.
7. Instruct and counsel patients on health matters, including referrals to appropriate providers and community resources.
8. Recognize adverse signs and symptoms and react swiftly in emergency situations.
9. Operate medical equipment.

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10. Administer first aid, CPR, and routine and emergency treatment procedures.
11. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
12. Coordinate and oversee programmatic accountability and regulatory reporting activities.
13. Evaluate and develop improvements in operations, procedures, policies, or methods.
14. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
15. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
16. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
17. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to a Master's degree in Nursing or related field from an accredited college or university **AND** three (3) years of nursing experience in a health care setting or private practice.

### Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Possession of a valid California Board of Registered Nursing license to practice as a Nurse Practitioner.
3. Possession of a valid Drug Enforcement Administration (DEA) Furnishing license, in good standing.
4. A current Basic Life Support certificate issued by the American Heart Association.
5. Current and valid First Aid training and CPR certificates.

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### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to conduct off-site consultations and to visit various College sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

### **APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to**



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assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

**CONDITIONS OF EMPLOYMENT:**

**Position:** Part-Time (60%), Permanent, 11-months per year (11th month July).

**Work Schedule:** Wednesday and Thursday: 8:30 am to 5 pm (30-minute lunch) Friday: 7:30 am to 4 pm

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2041?c=fhda>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Nurse

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