



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

February 2017

**Application Process:**

An application must be submitted online at [www.EdJoin.org](http://www.EdJoin.org).

**Application must include a copy of current LVN license and CPR certification.**

Incomplete applications cannot be considered.



**Work Schedule:**

Part time positions typically work 3 to 3.5 hours per day, between 8:00 a.m. – 3:00 p.m. Schools may be willing to accommodate availability.

Substitutes work on call, as needed. Permanent positions may be offered to substitute pool employees before being offered to outside candidates.



Permanent, part time employees are provided with

- 13 paid holidays per year
- Paid, vacation, sick and personal necessity leave

**HEALTH SERVICES ASSISTANT LVN**

**PART TIME POSITIONS AND SUBSTITUTE POOL**

**ONE IMMEDIATE PART TIME VACANCY**

This recruitment will be used to fill any permanent, part time vacancies that occur during the school year.

**Salary:**

Classified Salary Schedule – Range 30

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Hourly	\$22.40	\$23.53	\$24.71	\$25.94	\$27.24

Substitutes are paid at Step 1.

Initial step placement for permanent, part time employees will be determined by verifiable years of directly related experience and other appropriate considerations



Under the direction of the Principal, assist general and special education student(s) with medical needs and medication while attending school; administer first aid and screen ill or injured students in accordance with the State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports; provide assistance to student support staff in a variety of clerical duties and in a variety of activities which enhance positive student relationships.

**Education and Experience**

- Graduation from high school or G.E.D. equivalent supplemented by college coursework relating to vocational nursing
- One year of clerical experience

**Knowledge and Abilities**

Knowledge of basic first aid and age appropriate CPR techniques; health and safety regulations; broad base knowledge of diabetes; modern office procedures and equipment; record keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy

Ability to administer first aid to ill or injured students; establish and maintain files, records, reports, and referrals; communicate effectively verbally and in writing; type accurately at an acceptable rate of speed; understand and follow oral and written directions; meet schedules and timelines; plan and organize work; work confidentially and with discretion; read, explain and follow rules, regulations, policies and procedures

**Licenses and Other Requirements**

Must hold a current California Vocational Nursing License; all applicants must have Basic First Aid Certificate and age appropriate CPR certification

**EQUAL OPPORTUNITY EMPLOYER ❖ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT**