



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

May 2014

**Final Date to Apply:**

**May 30, 2014**

**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:**

Substitutes work on call, as needed and may be called to work Monday through Friday between 8:00 a.m. and 3:00 p.m.



**HEALTH SERVICES ASSISTANT LVN**

**SUBSTITUTE POOL**

*Permanent positions may be offered to employees in the substitute pool before consideration of outside candidates.*

**Salary:**

Classified Salary Schedule – Range 30

Step 1

Hourly \$20.90

On call, hourly as needed.



Under the direction of the Principal, 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.

**Employment Standards**

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**