



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

April 2017

Final Date to Apply:

May 30, 2017

Application Process:

An application must be submitted at www.EdJoin.org.

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

Incomplete applications will not be considered.



Work Schedule:

10 months per year
Start of school year in August through end of school year in June.

Position 1:

32.5 hours per week / 6.5 hours per day

Position 2:

35 hours per week 7 hours per day

Monday through Friday between 8:00 a.m.- 3:00 p.m.



Benefits:

District contributes \$7558.30 per year towards Medical, Dental, Vision and Life insurance premiums. *Out of pocket costs will be determined by plan and level of coverage chosen.*



- 13 Paid Holidays per year
- Paid Vacation, Sick and Personal Necessity Leave
- CalPERS Retirement

HEALTH SERVICES ASSISTANT LVN

2 FULL TIME VACANCIES

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	\$22.85	\$24.00	\$25.21	\$26.46	\$27.78

Initial step placement, up to step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)



Under the direction of the Principal and Director of Special Education, assist special education student(s) with medical needs and medication while attending school; administer first aid, as needed; 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; 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 assist special needs student with medical needs and medication; 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 Licensed 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