



ARCADIA UNIFIED SCHOOL DISTRICT

OFFICE OF PERSONNEL SERVICES
234 Campus Drive ♦ Arcadia, CA 91007
(626) 821-6627 www.ausd.net

PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

May 2013

Final Date to Apply:

Open until filled

We are unable to accept applications via email or fax.

Application Process:

A Classified District application must be submitted to the Personnel Department or may be submitted online at www.EdJoin.org.

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

Incomplete and/or illegible applications will not be considered.



Work Location:

Elementary School

Work Schedule:

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

15 hours per week / 3 hours per day

Monday through Friday
Work hours will be between 10:00 a.m. and 2:00 p.m.

schedule to be determined and is subject to change based on school needs



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

HEALTH SERVICES ASSISTANT LVN

**** 2 Immediate 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>
Monthly	\$1285.50	\$1349.63	\$1417.50	\$1488.38	\$1562.25
Hourly	\$19.78	\$20.77	\$21.81	\$22.90	\$24.04

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 005)



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 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