



Arcadia Unified School District

Office of Personnel Services
234 Campus Drive, Arcadia, CA 91007
(626) 821-6627
www.ausd.net

August 2013

ANNOUNCEMENT OF CLASSIFIED RECRUITMENT

PLEASE POST

HEALTH SERVICES ASSISTANT LVN

SUBSTITUTES NEEDED

Hours and Work Year: Hours vary, on call, as needed / hours between 8:00 a.m. – 3:00 p.m.

Salary: \$19.90 per hour

Final Date To Apply: Open and Continuous

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

Any combination equivalent to graduation from high school and 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

LVN's must hold a current California Vocational Nursing License; Certified Nurses Assistants and Medical Assistants must hold current certificates; all applicants must have Basic First Aid Certificate and age appropriate CPR certification.

Application Process:

A Classified application must be completed and submitted to the personnel department and should **include a copy of current LVN License and CPR certification.**

Applicants who meet the minimum qualifications will be contacted for an interview. To request an application, please visit the personnel department, visit www.ausd.net, email Virginia@ausd.net, or call (626) 821-6627.