



## *EL TEJON UNIFIED SCHOOL DISTRICT*

**Rodney Wallace**  
Superintendent

### **CLASSIFIED JOB OPENING**

- POSITION:** Health Aide (Bi-Lingual preferred)  
3 hrs.
- ESSENTIAL DUTIES:**
1. Assist with communicable disease control including classroom inspections for head lice.
  2. Assist with school-wide health screenings including schedules, records, materials and supplies.
  3. Follow up on health care referrals by Health Specialist and assist families in accessing needed services.
  4. Record health information in individual student health records.
  5. Assist with maintenance of site lists of significant health conditions, student exemptions, and students receiving medication.
  6. Maintain and update centralized records and materials
  7. Order centralized supplies and forms.
  8. Complete required statistical reports.
  9. Maintain and monitor supplies for classroom diabetes kits and field trip first aid kits.
  10. Administer specialized physical health care services under the supervision of the Health Specialist when site level staff is unavailable, using standard procedures.
  11. Administer first aid and medications to students when site level staff is unavailable.
  12. Adhere to requirements for confidentiality regarding students' records; discreetly handle sensitive information pertaining to staff, parents and students.
  13. Operate a computer, i.e. input, retrieve, and file data and text.
- LOCATION:** 1 - Frazier Park School
- SALARY RANGE:** #5 \$10.96 - \$13.48 per hr.
- SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**QUALIFICATIONS:**

Health Aides may be assigned to pre-school, kindergarten or primary classes, intermediate, high school, or special classes; and the duties vary depending on the grade level to which assigned. The ability to speak both English and Spanish may be a requirement for some of the positions.

1. Knowledge of:
  - a. CPR and First Aid techniques.
  - b. Health and safety regulations.
  - c. Applicable sections of State Education Codes and other applicable laws.
  - d. District organization, operations, policies, and objectives.
  - e. Modern office practices, procedures, and equipment.
  - f. Record-keeping techniques.
  - g. Correct English usage, grammar, spelling, punctuation, and vocabulary.
  - h. Oral and written communication skills.
  - i. Telephone techniques and etiquette.
2. Ability to:
  - a. Administer first aide to ill or injured children.
  - b. Establish and maintain files, records, reports and referrals.
  - c. Work cooperatively with others.
  - d. Understand and follow oral and written directions.
  - e. Analyze situations accurately and adopt an effective course of action.
  - f. Meet schedules and time lines.
  - g. Plan and organize work.
  - h. Maintain records and prepare reports.
  - i. Work confidentially with discretion.
  - j. Communicate effectively both orally and in writing.
  - k. Read, interpret, and follow rules, regulations, policies, and procedures.
  - l. Perform clerical duties such as filing, duplications, typing and maintaining simple records.
  - m. Complete work with many interruptions.
  - n. Use a computer to perform clerical tasks and to maintain records.
  - o. Communicate clearly and concisely, both orally and in writing.
  - p. Establish and maintain friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
  - q. Complete assigned work without immediate supervision.
  - r. Follow oral and written instructions.

**APPLICATION PROCEDURE:** Interested personnel should send a letter of interest and an application to Rodney Wallace by Tuesday, November 3, 2015.

**PLEASE DO NOT REMOVE POSTING**