



# Classified Employment Opportunity



## Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • [www.busd.k12.ca.us](http://www.busd.k12.ca.us)

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**PLEASE POST**

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**DATE POSTED: JULY 17, 2017**

### **HEALTH ASSISTANT (Part-time 9-month positions) Open and Promotional**

**SALARY:** Minimum of \$15.31 to a maximum of \$18.61 per hour. The salary rate is based on the 2015-2016 salary schedule for classified unit members. This is a five-step schedule.

**POSITION:** Under the direction of an assigned Principal, provide a variety of health services at a district site for students; prepare and maintain related records, files and reports. Provide a variety of health services for students; evaluate student health complaints; determine appropriate action to be taken; maintain related records using a computerized system. Screen student symptoms to identify medical conditions; take and record temperatures; assist asthmatic students needing breathing treatments; provide ice packs and administer first aid to students; administer prescribed medications following instructions provided by a physician; maintain related records; communicate with parents, health care providers, other departments and the Health Services Coordinator regarding students condition and care; identify students needing immunizations and physicals; maintain updated immunization and CHDP records of testing; send follow-up notices to parents; maintain list of students who have incomplete records; organize vision, dental and hearing tests for students; refer families to outside health care providers as necessary; follow up on health care provider referrals; maintain related records.

**QUALIFICATIONS:** **Education/Experience:** Any combination equivalent to: graduation from high school supplemented by two years experience in a health care service environment. **Knowledge/Abilities:** Knowledge of health and safety regulations, first aid methods and procedures, and operation of a computer terminal and data entry techniques; ability to administer first aid and respond effectively and appropriately to emergency situations. **Licenses/ Other:** Valid First Aid and CPR certificates (required prior to final selection interview). A valid California driver's license is required, with a driving record acceptable to the district for insurance purposes. A DMV report as proof of an acceptable driving record is required prior to employment with the district. Employees in some of these positions may be required to assist students to and from home, and other various locations. Employees in this position may be required to receive special training to perform various types of service such as but not limited to: oxygen administration; catheterization care; suctioning to clear air passages; gastrostomy tube feeding; and colostomy care. **Incumbents in this classification may be required to speak, read, and write in a designated second language and would receive a bilingual differential of 3.75%**

**EXAMINATION:** The examination process may include a written test, performance test, and technical oral interview.

**APPLICATION:** District application may be obtained on-line at [www.busd.k12.ca.us](http://www.busd.k12.ca.us) and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/conviction clearance, drug screening, and a test for tuberculosis by a district approved physician.

**CLOSING DATE:** **Applications will be accepted on a continual basis.**

**TEST DATE:** To be determined.

**APPLICATION REQUIREMENTS:** Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

**EXAMINATION NOTIFICATION:** Notification of examination time and place may be made through the United States mail service or email.

**CONVICTION RECORD:** If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

**TUBERCULOSIS TESTING:** Prior to employment, you will be required to pass a tuberculosis examination at your expense.

**PHYSICAL EXAMINATION AND DRUG TESTING:** Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

**MILITARY SERVICE CREDIT:** For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

**ORGANIZATIONAL SECURITY:** Upon appointment to positions other than management, confidential, or non-classified, you will be required to join the California School Employees Association, Chapter 32, or pay the association a fee for service unless you are a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations. In this case, the employee shall, in lieu of the service fee, pay sums equal to the service fee to a non-religious, non-labor organization charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code such as the American Cancer Society, American Heart Association, or Cerebral Palsy Fund.

**MEDICAL, DENTAL, AND VISION PLANS:** The District currently provides medical, dental, and vision care plans. Regular employees working 50% of the time or more may choose between three medical care plans, two dental plans, and one vision plan.

**RETIREMENT:** The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

**VACATION:** Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

**HOLIDAYS:** The district provides 13 paid holidays per year based on 12 months of full-time employment.

**OTHER LEAVES:** The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

**ACCOMODATION:** You are required to attach an explanation to your application for any accommodations you may need for examinations.

**MERIT SYSTEMS:** The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

**Notice of Non-Discrimination:** Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.