



# CASTAIC UNION SCHOOL DISTRICT

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

**Health Aide/School Clerk (1 Position)**  
**Northlake Hills Elementary School**  
**3.5 hrs per day from 10:00 am – 1:30 pm**  
**Salary: Range 7, Step 1, \$12.78 per hour**

**OPENING DATE: April 15, 2019**  
**CLOSING DATE: April 22, 2019 by 4:00 p.m.**

**Please Note That Interviews Will Be Held On Friday, April 26, 2019**

### **CLASS DEFINITION:**

Under the direction of the District Nurse, Office Manager and Site Administrator, the Health Aide/School Clerk assists in the care of injured or sick pupils, and provides clerical, filing, duplicating, and mail distribution support to the District Nurse and the School.

### **QUALIFICATIONS:**

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. Deal with students and adults in a diplomatic, tactful manner; establish and maintain cooperative working relationships with children and adults.
3. Knowledge of modern office practices and procedures; correct English usage, spelling, grammar and punctuation; educational goals and objectives; standard office machines and equipment; word processing, spreadsheets, and publishing software.
4. Possess some experience dealing with school age students plus six months of experience performing general clerical functions.
5. Applicants will be required to hold an up-to-date First Aid certificate and a valid CPR certificate.
6. Ability to understand and carry out oral and written directions.
7. Possess High School Diploma or equivalent.
8. Ability to pass District Proficiency Examination.
9. Ability to type 40 words per minute.
10. Bilingual (Spanish) is desirable.

### **PERFORMANCE RESPONSIBILITIES:**

1. Care for and record information on injured or sick pupils.
2. Help control the spread of contagious diseases by following procedures specified by the school/district nurse.
3. Maintain and update immunization records on all pupils, including the exclusion of those not in compliance.
4. Assist in the collection of information as required by the District Nurse regarding annual state reports on immunization, vision, hearing, CHDP, and scoliosis.
5. Assist in recording all information pertaining to the health status of students on individual health records.
6. Provides a wide variety of routine clerical and typing work, answers the phone, and performs reception function for the school.
7. Assists in administering doctor prescribed medications as needed.
8. Other duties as assigned.

## **PHYSICAL DEMANDS:**

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Ability to lift 25 lbs.
- h. Ability to carry 25 lbs.
- i. Able to exhibit full range of motion for:
  - Shoulder external rotation and internal rotation
  - Shoulder abduction and adduction
  - Elbow flexion and extension
  - Shoulder extension and flexion
  - Back lateral flexion
  - Hip flexion and extension
  - Knee flexion and extension
- j. Ability to reach in all directions.
- k. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner
- l. Able to work with cleaning solutions, disinfectants and sanitizes in a safe and effective manner without allergic reaction

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment:** Work is typically performed in a school office environment. The work environment is moderately noisy.

**Exposures, Risks and Hazards:** While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, demanding time lines, constant interruptions, and the normal risks and hazards of operating computer-related equipment.

**Application Forms Available at [www.castaicusd.com](http://www.castaicusd.com)**

*In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.*