

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

*** * * 2018 – 2019 SCHOOL YEAR * * ***

Job #141

October 18, 2018

SUBSTITUTE HEALTH CARE SUPPORT PROVIDER

Salary \$13.94 per hour (Range 526)

EXAMPLES OF DUTIES

Performs medical treatments and procedures necessary in providing specialized physical health care services to students with exceptional needs as directed and trained by the District Special Education RN; perform bus aide responsibilities based on IEP requirements; administers and documents emergency procedures/treatment; assists with toileting, diapering, dressing, and hygiene; keep an organized and clutter free restroom and/or changing area; assist teacher in maintaining orderly room environment; assist and maintains records of behaviors, goals and objectives as directed by the teacher; may assist with classroom technology, adaptive devices and equipment; works with a variety of teachers as assigned; assist with playground and lunch supervision; work cooperatively with students, classroom teachers, special education teachers, specialist, other special education staff, and administration while performing assigned duties and responsibilities; attends all in-service training; and do other related work as required.

MINIMUM QUALIFICATIONS

License/Certificates:

A valid California driver's license. Possession of current cardiopulmonary resuscitation (CPR) and first aid certificates from approved training programs.

Knowledge of:

Basic concept of child development and behavior. Proper health care techniques. Clean and sterile treatment techniques; first aid procedures and techniques. Cardiopulmonary resuscitation techniques, and community emergency medical resources; basic medical information; specialized healthcare procedures, including but not limited to: catheterization, nebulizer treatment, tracheostomy suctioning, gastrostomy tube feeding, replacement of tracheostomy and gastrostomy tube, gastrostomy procedures and oxygen administration; proficient English usage, including spelling and grammar; basic mathematics skills; and record keeping and report preparation methods perform general clerical duties at the request of Supervisor.

Ability:

Meet physical, mental and environmental demands of position with/without reasonable accommodation.

Skills:

Read and understand instructions, follow and give clear directions; work independently and make decisions within the framework of established; guidelines; adapt to individual needs of teachers and students and work with interruptions; identifying and responding quickly to emergency situations in a calm and resourceful manner; ability to learn computer skills to assist students in the use of computers in classroom; and be trained in the use of various equipment. Establishing and maintaining cooperative working relationships with those contacted in the course of work and Bilingual desirable.

Experience:

Some training and experience in working with severely handicapped children desirable; one year paid or volunteer experience providing related health care services and completion of college units in appropriate health related field desirable.

Education:

Proof of High School Diploma or equivalency. Proof of an A.A. degree or 48 college units is desirable. Must pass the Paraeducator Exam within 30 days of employment.

WORK YEAR/BENEFITS

These are **SUBSTITUTE POSITIONS** at **VARIOUS LOCATIONS** working on a needed basis only.

APPLICATION PROCEDURE

Please apply via Edjoin.org at <https://www.edjoin.org/Home/JobPosting/1106944>. The deadline for submitting an application is **MAY 31, 2019**. A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

HEALTH CARE SUPPORT PROVIDER

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Standing, sitting, driving, walking level surface, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, regularly lift 1-15 lbs., occasionally lift 26-40 lbs. and up, regularly carry/push 1-15 lbs. Occasionally carry/push 26-40 lbs. and up; color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguished sounds in transmission, speaking. Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, good central and peripheral vision.

Mental:

Stress of emergencies, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting policy, calculate. Perform routine math processes, memorize and recall objects, people, analyze problems and generate alternatives.

Working Conditions:

Occasional exposure to sun, occasional wetness, dust, occasional exposure to childhood disease.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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