



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

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PLEASE POST

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DATE POSTED: JULY 19, 2019

SPECIAL EDUCATION HEALTH ASSISTANT

Open and Promotional

(9-month part-time & full-time positions)

SALARY: Minimum of \$18.38 to a maximum of \$22.34 per hour. The salary rate is based on the 2019-2020 salary schedule for classified unit members. This is a five-step schedule. Eligible for earned vacation, holiday, and sick leave pay on a pro rata basis.

POSITION: Under general administrative direction and technical direction of medical personnel, to perform medical treatments and procedures necessary in providing specialized physical health care services to pupils with exceptional needs; to act as a health assistant to a teacher performing assigned tasks. May be assigned to pupil(s) ages 3 to 22 years old. Under direction of assigned teacher, provides individualized instructions by matching instruction to needs of each pupil; works cooperatively with others in providing specialized physical health care services and performing standardized procedures in compliance with legal requirements, rules, and regulations. May perform one or more of the following procedures as they pertain to the individual pupil after receiving appropriate training; suctioning, when needed to clear air passages, including care of suction machine and attachments, tracheotomy tube and skin around intuition; tube replacement; gastrostomy tube feeding, including care of gastrostomy tube, equipment, and skin around intuition; catheterization and care of supplies and equipment; colostomy, ileostomy care, and care of supplies, adjuncts and equipment; oxygen administration and proper use and care of equipment, including monitoring of flow control oxygen level; emergency care as needed including cardiopulmonary resuscitation or other life sustaining efforts until paramedics or other medical assistance is available. Under direction and with assistance, established and maintains daily documentation of specialized physical health care services and procedures, which may include administration of medication; updates and maintains medical records. Accompany or assist pupils to and from school bus or other transportation and in moving to and from activities on school site or campus; rides with pupils on the bus, which transports the pupils to and from school to monitor health issues; accompany and assist assigned teacher during the transporting and instructing of pupils in off campus or community based settings to monitor health issues. Assist teacher in implementing the division course of study through individual and group instructions as programs needs dictate. Assist with lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment. Assist staff member in positioning pupils in rendering various forms of personal care such as toileting and diapering; and administer first aid as needed. May perform incidental clerical tasks in support of proper documentation of student information.

QUALIFICATIONS: **Education/Experience:** Graduation from high school or equivalent plus two (2) years paid or verifiable volunteer experience providing related health care services. Preference will be given with verifiable college units in nursing or other appropriate health-related fields. **Knowledge/Ability:** Knowledge of health and safety regulations, first aid methods and procedures, cardiopulmonary resuscitation techniques, and operation of a computer terminal and data entry techniques. The ability to administer first aid and respond effectively and appropriately to emergency and/or hazardous conditions. Maintain patience and tact in working with children with special physical/emotional needs; recognize the need to provide for personal privacy and dignity of the pupil. Assist with maintaining, on district-approved form(s), accurate daily written documentation of specific services performed. **Licenses/ Other:** Must possess a valid First Aid and CPR certificates (required prior to final selection interview). A valid California driver's license, with a driving record acceptable to the District for insurance purposes. Must provide the district with DMV report as proof of an acceptable driving record 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.

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

APPLICATION: District application may be obtained at 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, physical examination including 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.

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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.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

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.