



# EL RANCHO UNIFIED SCHOOL DISTRICT

9333 Loch Lomond Drive, Pico Rivera, California 90660

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**\*\*\* PLEASE POST \*\*\***

### Administration:

Myrna Rivera Coté, Ed.D., Superintendent  
 Susanna Smith, Assistant Superintendent, Educational Services  
 Lydia Cano, Assistant Superintendent, Business Services  
 John Lopez, Assistant Superintendent, Human Resources  
 Christopher Gutierrez-Lohrman, Ed.D., Director of Student Services

### Governing Board:

Delia Alvidrez  
 Rachel Canchola  
 Vincent Chavez  
 Rita Jo Ramirez  
 Joseph Rivera, Ed.D.

## CLASSIFIED EMPLOYMENT OPPORTUNITIES THE FOLLOWING POSITIONS ARE OPEN AS INDICATED

POSITION	SITE	POSITION INFO	POSTING INFO
Para-Educator Healthcare II/LVN  <b>Documents Required:</b> · Resume · 2 Letters of recommendation (within 12 months & signed)	Student Services	1 position (Permanent) 8 hours per day/10 mos. Monday – Friday 7:30 a.m. – 4:30 p.m. \$2999 - \$3725 month	Position is open to all inside/outside qualified applicants.  <b>Minimum qualifications</b> – Possession of a valid Vocational Nurse License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners. Current CPR/First Aide certificate. Valid California Driver's License.  <i>See job description for further details.</i>  <b>Deadline to apply: OPEN UNTIL FILLED</b>

ALL OPENINGS SUBJECT TO CHANGE

### APPLICATION PROCEDURE:

- ✓ Only applications received prior to the deadline will be considered for this position.
- ✓ Applicants who are current permanent employees of the El Rancho Unified School District may complete a written Classified Employee application available in the Human Resources Department or online at [www.erusd.k12.ca.us](http://www.erusd.k12.ca.us)
- ✓ Outside applicants **must** complete online application available at [www.erusd.k12.ca.us/jobopenings.html](http://www.erusd.k12.ca.us/jobopenings.html)
- ✓ Fingerprint and background clearance check as required by law. Applicants will not be permitted to begin employment until clearance is received by the District from the Department of Justice.
- ✓ Materials for District employees may be picked up/turned in at the following location:

John Lopez  
 Assistant Superintendent, Human Resources  
 El Rancho Unified School District  
 9333 Loch Lomond Drive  
 Pico Rivera, California 90660

**DEADLINE TO APPLY: OPEN UNTIL FILLED**

**ONLY COMPLETE APPLICATIONS RECEIVED PRIOR TO THE DEADLINE WILL BE CONSIDERED. THE EL RANCHO UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT EXPRESSED OR IMPLIED AND ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

The El Rancho Unified School District is an equal opportunity employer and does not discriminate on the basis of handicap, marital status, race, color, ancestry, national origin, sex, or cancer-related medical conditions in compliance with the Rights Act. All employees are fingerprinted as required by California Education Code and processed by the State of California Department of Justice. Process takes about a month.

# El Rancho Unified School District

## PARA-EDUCATOR – HEALTH CARE II/LVN

### Job Description

Under the direct supervision of the School Nurses and authorized by the Assistant Superintendent of Student Services, to provide health services to students with assigned duties; to perform nursing duties in the care and treatment of student in the classroom; to assist school nurses in the care of students with chronic illness; to assist teachers in educating students; to prepare and administer medication; to assist School Nurses in the planning, organization, and implementation of district's health services; and do other related work as required.

### ESSENTIAL DUTIES:

- Implements nursing procedures applicable to the individual student.
- Administers medications, treatment, observes student's reactions, condition and symptoms; initiates appropriate action; consults with School Nurse routinely and whenever indicated by change in condition or behavior.
- May perform insulin and other medication injections when directed by a School Nurse and authorized by a Physician.
- Maintains accurate and concise records concerning nursing care, student reactions and changes in condition or behavior.
- Assists in examinations, treatment, and instructs students in carrying out School Nurses' directions.
- Administers therapeutic agents as permitted by State Licensing Board.
- Participates in conferences, committee meetings, staff development and educational programs to increase or maintain professional competency.
- Aids School in planning, organizing, and implementing mandated screenings and other health service programs directed by School Nurses.
- Assists School Nurses in educating Health Service Assistants with respect to their duties and concerns.
- Monitors and provides follow-up regarding student case management.
- Works closely with the Division of Student Services for the coordination of student care and health maintenance needs.
- Communicates with parents in providing and assisting student health care needs.
- Performs duties of Health Service Assistant at different school sites as directed by School Nurses.
- Performs nursing duties for students with special physical needs such as diapering, feeding, catheterizing, and other nursing procedures.
- Escorts students while being transported to and from school and while on special outings.

## QUALIFICATIONS:

Knowledge of:

- Modern principles, techniques and procedures used in vocational nursing.
- Common medical terminology and equipment.
- Purposes and effect of medications.
- Techniques of administering medications and treatments.

Ability to:

- Maintain confidentiality along with accurate and concise student records.
- Understand and carry out oral and written directions.
- Develop and maintain computer generated information for health services.
- Maintain an empathetic attitude towards students and families.
- Develop and maintain cooperative working relationships with the school staff.
- Learn and follow ERUSD policies and procedures.
- Work in a school setting.
- Travel to school sites.
- Handle emergencies in a calm and effective manner.

## EXPERIENCE AND TRAINING:

- Possession of a valid Vocational Nurse License issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners.
- Spanish speaking desired.
- Computer competency skills desired.
- Current CPR/First Aide certificate.
- Valid California Driver's License.

## **Tentative Agreement**

PARA-EDUCATOR – HEALTH CARE II/LVN

Salary: Range 23 on Classified Salary Schedule, 11-month position

Date: July 27, 2010

Board Approved July 29, 2010