



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

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www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEALTH CLERK (LONG-TERM SUBSTITUTE)

POSITION DETAILS

ISSUE DATE: 01/05/2021

APPLICATION DEADLINE: 1/22/2021

- Minimum 3 hours per day
- Long-Term Sub Assignment through June 11, 2021

Salary

Long-Term Sub Assignment: \$22.30 / hour

Regular on-call substitute: \$15.49 / hour

All candidates meeting the minimum qualifications listed below will be presented to the Department Head for consideration. If a future permanent opening occurs, candidates who are hired as substitutes as a result of this recruitment will have an opportunity to participate in the recruitment process listed below.

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies. Current classified employees who qualify will be given seniority credit.

BASIC FUNCTION

Under the direction of the District Nurse and Principal, administer medication and routine first aid to ill or injured students; assist students requiring specialized physical health care services or procedures; maintain health records, complete reports and document student conditions all in accordance with school law and District standards and regulations; assist with health screening programs and other health care services as required.

* **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & Experience

- ✓ Graduation from high school
- ✓ Sufficient training and experience to demonstrate the knowledge and abilities required for the classification
- ✓ Valid First Aid and CPR Certificates by the American Red Cross or other district-recognized organization.

APPLICATION & EXAMINATION PROCESS

Application: Complete a Los Alamitos Unified School District Classified Application at www.losal.org under the Job Opportunities link. Applications must be submitted electronically through www.losal.org by the deadline date. **NO PAPER APPLICATIONS WILL BE ACCEPTED!** * Be sure your application reflects all relevant experience. Through the link listed above, you will be able to attach a supplemental resume or other supporting documents. Be sure to attach proof of required coursework and certifications. Veterans: please attach discharge form for additional credit.

Examination:

Applications may be screened to select the most qualified candidates.

The recruitment process may consist of:

A - Written Exam (30% of Total Score)

B- Structured Oral Interview (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at www.losal.org under Human Resources/Personnel Commission.

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, 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/group with one or more of these actual or perceived characteristics.