



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

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[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

## CLASSIFIED EMPLOYMENT OPPORTUNITY HEALTH CLERK

### POSITION DETAILS

- Potential Openings & Substitutes

### SALARY

\$25.55 - \$31.06 hourly  
\$23.00 hourly (sub rate)

**ISSUE DATE: 7/30/2024**

**APPLICATION DEADLINE: 8/13/2024**

### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

### POSITION BENEFITS

**Pay increases:** For permanent employees, the first pay increase occurs after 6 months if the employee passes the probationary period. The second pay increase occurs after 1 year. Pay increases occur annually thereafter, until top step is reached.

### 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](http://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 listed on the job description
- ✓ Valid First Aid Certificate and CPR Certificate issued by the American Red Cross or other district-recognized organization

### APPLICATION & EXAMINATION PROCESS

#### ***Application:***

\* Complete a Los Alamitos Unified School District Classified Application which can be accessed at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through [www.losal.org](http://www.losal.org) by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

\* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application. Veterans: please attach honorable discharge form for additional credit.

#### ***Examination:***

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge test (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](http://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.