Job Opportunity

Wasco Union Elementary School District
1102 5th Street, Wasco, CA  93280, (661) 758-7100
www.wuesd.org

Kelly Richers
Superintendent

LICENSED VOCATIONAL NURSE
7 hours per day (182 days)
Thomas Jefferson
Starting in the 2020-2021 school year
(Applicant Pool)

Job Summary:
Under direction of the building principal, and supplemental supervision and direction of the District Nurse, perform clerical and health related functions. Positions in this classification provide a clerical function for the school or a particular program. They may provide service to the principal, staff, students, and public.

Required Qualifications:
- Possession of high school diploma or equivalent
- Valid California license as Licensed Vocational Nurse (LVN) or other California nursing license above LVN level and CPR/first aide certification
- Experience providing health care services, preferably assisting children with special physical/emotional needs
- Knowledge of and ability to utilize variety of methods, procedures and equipment commonly used in pediatric nursing and specialized health care including use of ventilators
- Knowledge of crisis management techniques; ability to react effectively in emergency situations; knowledge of community emergency medical resources
- The ability to meet the public and present a positive image of the school and district
- The ability to operate standard office machines
- Valid driver’s license and personal car for use on district business

Desirable Qualifications:
- The ability to speak and write correct Spanish is highly desirable

Essential Functions:
- Work within the framework of school laws and District policy as set by the school board
- Performs specialized physical health care procedures including but not limited to ventilator use, suctioning, tube feeding, colostomy care and oxygen administration; maintains related equipment and supplies; monitors administration of medication for students; administers or assists students with taking medication; administers first aide and emergency care as needed or as specified by the child’s IEP
- Assists in lifting, moving and positioning students as necessary to render various forms of personal care which may include but not limited to feeding, dressing, grooming, toileting, diapering, therapy and specialized health care procedures; assists students in use of wheelchairs, braces or other orthopedic equipment; may be required to use mechanical lifting or other equipment*
- Accompanies and assists students to and from transportation and activities on campus; may accompany students on bus or other transportation as needed; may assist in transporting students between home and school
- Maintain health office, files and supplies
- Organize appropriate records and provide for conferences with parents, teachers, and school nurse
• Write or type school nurses notes for cumulative health records
• Send written notices as directed
• Compile statistical reports as requested
• Assist with health screening
• Record screening results
• Assist in the control of communicable diseases
• Maintain daily log of students seen in health office
• Assist with implementation of District policy regarding administration of medication at school
• Maintain sanitary and attractive health environment
• Make emergency calls as directed
• Assist in making home contacts
• Provide assistance as requested by school principal in school office

*A stipend will be paid for duties as described in bullet point #3

**Experience:**
• Clerical experience in a formal work situation is desirable

**Salary & Benefits:**
• $20.88 - $28.27 per hour (pro-rated benefits)

**Application Procedure:**
Qualified applicants are directed to submit a completed classified application, a copy of equivalent of U.S. high school diploma or GED, copy of vocational nurse/registered nurse certification, and a copy of current CPR/First Aid certification to the District Office at 1102 5th St., Wasco, CA 93280, email to pasanchez@wuesd.org or fax to (661) 758-3050 by Monday, September 28, 2020 at 3:00 p.m.

**ED Join Applications also accepted**

**Posted:** September 22, 2020

**Closing Date:** September 28, 2020 (or until filled)

**EQUAL OPPORTUNITY EMPLOYER**
We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**NONDISCRIMINATION POLICY NOTICE**
The Wasco Union School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying on the basis of any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), the Age Discrimination Act of 1975 (pertaining to age), The Genetic Information Nondiscrimination Act of 2008, and the 2003 amendment to the California FEHA, Unruh and Ralph Civil Rights Act (pertaining to gender identity or expression). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District’s programs and applies to all activities, including vocational education. Questions or complaints of alleged discrimination, harassment, intimidation and bullying or Title IX equity and compliance concerns should be directed to the Assistant Superintendent of Student Services at (661) 758-7100 or located at 1102 5th Street, Wasco, CA 93280.

**SEXUAL HARASSMENT POLICY NOTICE**
The Wasco Union School District is committed to maintaining a safe workplace and learning environment that is free of sexual harassment and retaliation. The Board of Education prohibits sexual harassment of students, job applicants, employees, contractors, or any other individuals including but not limited to parents and vendors. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in investigations of complaints regarding sexual harassment. Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Rights Act of 1964 as amended, and/or Title IX of the Education Amendments of 1972, as well as California law. All persons including applicants, employees, students and independent contractors are protected under this policy.