



# LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

August 6, 2019

**POSITION:     ANTICIPATED TEMPORARY NURSE AIDE**

Districtwide

**SCHOOL YEAR:**         **2019-2020**

**HOURLY RATE:**         **Range 24: \$23.42/hr - \$29.88/hr (Current Employees ONLY)**  
(Base hourly rate not including longevity)

**Range 24: \$23.42/hr (New Hires ONLY)**

**HOURS &**

**WORK WEEK:**         **8.00 hrs/day (Monday - Friday)**

**DUTY DAYS:**         **As Needed**

Lake Tahoe Unified School District is in search of a Temporary Nurse Aide to provide health services to students with specialized health care needs under guidelines provided by the student's medical doctor or the school nurse; assist the school nurse with assigned tasks, routine record keeping, and student supervision.

**REPRESENTATIVE DUTIES:**

- May be required to perform the following medical procedures including, but not limited to, catheterization, NG tube feeding, changing tracheostomy tubes and ties, machine suctioning, colostomy/ileostomy, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen supplementation, and syringe suctioning; procedures will be monitored by school nurse.
- Care for ill students in the classroom; take action in emergency situations; assist students with personal care; attend to student's physical needs as directed by the school nurse.
- Perform a variety of record-keeping activities involving charting student progress and the administration of medical procedures according to established procedures; set up and maintain student health, immunization, and emergency medical records; assist school nurse with physical screening and other evaluations; assist with head lice checks.
- Maintain health office, medical supplies, and equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Perform related duties as assigned.

**SUMMARY**

- Defers care to the School Nurse when situations arise that are outside of his/her scope of responsibility.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Cardiopulmonary resuscitation (CPR) and first aid.
- Basic medical terms.
- Correct English usage, spelling, grammar, punctuation, vocabulary, and mathematics skills.
- Prior experience of working with physically/medically challenged children
- Interpersonal skills using tact, patience, and courtesy.
- Medical record keeping and filing.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.

- Maintain accurate records.
- Respond effectively to emergencies.
- Work cooperatively with students, teachers, nurses, and others.
- Tutor individual and small groups.
- Work under direction.
- Push a wheelchair; transfer and move students to and from bus and instruction class; dress and lift students.
- Perform moderate lifting of students according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**EDUCATION AND EXPERIENCE:**

- Experience working with school-age children in an organized setting is preferred.
- Health Aides must have completed or are in process of completing units for the LVN/CVN certification.
- CPR Certification

**WORKING CONDITIONS:**

ENVIRONMENT:

- Health office, classroom, or diversified classroom. Drive a vehicle to conduct work.

PHYSICAL ABILITIES:

- Standing or walking for extended periods of time.
- Ability to reach, stoop, bend, pull and occasionally carry up to 20 pounds
- Dexterity of hands and fingers
- Hearing and speaking to exchange information.
- Seeing to monitor student activities.
- Push wheelchair and moderate lifting of students

HAZARDS:

- Possible exposure to bodily fluids and infectious diseases

**BENEFITS:**

- Benefits package includes Medical/Prescription, Dental, Vision for employees and family plus Life Insurance for employee.

**APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):**

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

*\*A hard copy of the In-District application is available at the Education Center.*

**APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):**

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**RESUME**

**MINIMUM OF 3 LETTERS OF RECOMMENDATION**

**PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.**

Questions regarding this position may be directed to: Dana Lincoln, Human Resources Department at [dlincoln@ltusd.org](mailto:dlincoln@ltusd.org)

**DEADLINE FOR APPLICATION: *Until Filled***

