

MEMORANDUM OF UNDERSTANDING

POSITIONS ADJUSTMENTS MOU #4

BEAUMONT UNIFIED SCHOOL DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS BEAUMONT CHAPTER 351

The Beaumont Unified School District ("District") and the California School Employees Association and its Beaumont Chapter 351 ("CSEA") (collectively "Parties") have agreed to the following Memorandum of Understanding ("MOU") regarding District positions that need to be eliminated or adjusted.

The Parties agree to the following:

1. To change the title of Campus Aide to Campus Instructional Aide as enclosed herein to this MOU as Attachment A.
 - a. The classified employees who have served, or who are currently serving in the Campus Aide classification shall retain all seniority from any service earned as a Campus Aide as if such service was earned in the Campus Instructional Aide classification in order to ensure that such service and seniority in the Campus Aide classification is not "orphaned" or otherwise lost once the Campus Aide title is changed to Campus Instructional Aide.
2. The current Elementary Attendance and Health Clerk job description shall be revised and renamed to Attendance and Health Clerk as enclosed herein to this MOU as Attachment B.
3. The current Licensed Vocational Nurse (LVN) job description shall be revised as enclosed herein to this MOU as Attachment C.
4. To temporarily revise the Grounds III job description by putting the turf management certification into abeyance.
5. For reference purposes only, the classified work year is as follows:
 - a. Work year A - 182 work days + negotiated holidays
 - b. Work year B - 211 work days + negotiated holidays
 - c. Work year C - 218 work days + negotiated holidays
 - d. Work year D - 229 work days + negotiated holidays
 - e. Work year E - 12 months
6. All job descriptions affected by this MOU shall be negotiated and amended accordingly.
7. This MOU is not precedent-setting and applies to the above-referenced positions only.

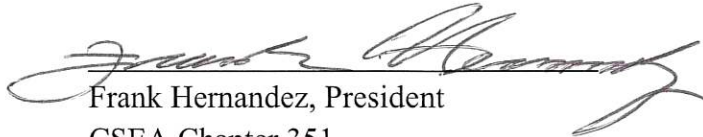
8. This MOU is subject to review under CSEA's Policy 610, and review and approval by the Beaumont USD Board of Trustees.

9. Upon approval by both parties, this MOU will go into effect.

////////////////////

CALIF. SCHOOL EMPLOYEES ASSOCIATION

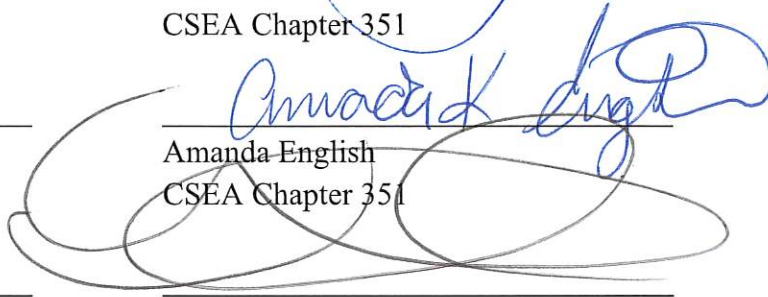
Date: 5-15-24


Frank Hernandez, President
CSEA Chapter 351

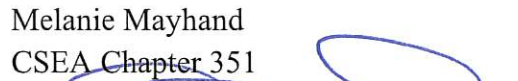
Date: 5-15-24


Russell Love
CSEA Chapter 351

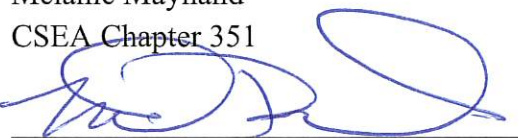
Date: 5/15/24


Amanda English
CSEA Chapter 351


Date: 5/15/24


Melanie Mayhand
CSEA Chapter 351

Date: 5-15-24


Natalie Rosales
CSEA Chapter 351

Date: 5/15/24



Inez Bass
CSEA Chapter 351

Date: 5/15/24


Steve Moreno
CSEA Labor Relations Representative

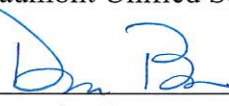
BEAUMONT UNIFIED SCHOOL DISTRICT

Date: 5/15/24




Jennifer Castillo
Assistant Superintendent of Human Resources
Beaumont Unified School District

Date: 5/15/2024



Domenica Bernauer
Director of Human Resources
Beaumont Unified School District

Date: 5/15/24



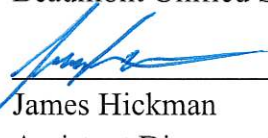
Carmen Ordonez
Director of Fiscal Services
Beaumont Unified School District

Date: 5/15/24




Sergio San Martin
Chief Business Official
Beaumont Unified School District

Date: 5/15/24



James Hickman
Assistant Director of M.O.T.
Beaumont Unified School District

Date: 5/15/24



Mari Saenz
Principal
Beaumont Unified School District

Handwritten signatures and initials in blue ink, including "d", "Om", "FH", "SM", "MM", "HH", "KRO", and "ok".

Beaumont Unified School District
JOB DESCRIPTION

TITLE: Campus **Instructional** Aide

CLASSIFICATION: Classified

REPORTS TO: Director of Risk and Safety
Management and/or Director of Special Education
and/or Site Administrator

SALARY SCHEDULE: 2650

WORK YEAR: ~~195~~ Days **A**

RANGE: 6

GENERAL DESCRIPTION:

Under general supervision, the Campus **Instructional** Aide assists in conducting positive learning experiences for students in assigned areas of study, monitors student behavior, and ensures the observance of rules and procedures by students and others. The Campus **Instructional** Aide must be able to carry out their duties and assigned tasks with minimal direction using independent judgment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a positive learning environment; **E**
- Maintains a safe and structured atmosphere in accordance with District policies and procedures; **E**
- Observes and monitors student behavior, and provides instructional support to students, in all areas within and around the school campus when students are not under the direct guidance of a teacher, including but not limited to, before school, lunchtime, and after school activities, during recess and as assigned, dances, field trips, and athletic events; **E**
- Uses positive discipline and effective classroom management strategies with students; **E**
- Assists students in academic activities under the guidance of the classroom teacher; **E**
- Be familiar with the instructional resources used by students;
- Prepares, assembles, distributes, collects, and files resource materials;
- Assists with a variety of regular clerical duties such as the maintenance of student records, data collection, duplicating materials, and filing; **E**
- Operates a variety of instructional media, office machines, and equipment;
- Observes, identifies, monitors, and reports violations of law, school rules, and damage to school property; **E**
- Reports disturbances, accidents, and emergencies immediately to the site administrator and/or designee; **E**
- Responds to potential emergencies and disasters; **E**
- Administers first aid in an emergency, as needed, until assistance arrives; **E**
- Assists bus drivers and staff with the safe loading and unloading of students;
- Assists with cleaning, picking up trash, and removing hazards in assigned areas;
- Escorts students, parents, and campus visitors to proper destinations; **E**
- Provides wheelchair attendant service for students;
- Supervises and assists all students at all levels with instructional needs; **E**
- Monitors parking areas for unauthorized individuals and vehicles for safety; **E**

Handwritten notes in blue ink, including initials and symbols. The notes are scattered in the top right corner of the page. Some of the visible text includes "9m", "2B", "12", "Mm", and "Sh". There are also some arrows and other markings.

- May be on split shifts as needed;
 - Provides for the safety of students crossing designated crosswalks by escorting students across roadways in an efficient and effective manner; **E**
 - Participates in District in-service training and professional development activities as required; **E**
 - Wears District issued uniform on a daily basis; **E**
 - Acts as a customer service professional;
 - Establishes and maintains cooperative relationships with administrators, employees, and other individuals contacted through the course of work; **E**
 - Projects a positive and pleasant demeanor; **E**
 - High tolerance for ongoing stressful situations; **E**
 - Performs job assignment safely for the purpose of protecting people and property; **E**
 - Performs other related duties as assigned.
- E** = Essential function

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- Associate's degree or any combination of sixty (60) semester units of college-level course work or;
- Pass a formal state or local academic assessment demonstrating the knowledge of and the ability to assist in teaching reading, writing, and mathematics, or reading, writing, and mathematics readiness.

Experience:

- One year of paid or volunteer experience working with children in an educational or childcare setting; or any combination of training and experience that could likely provide the desired knowledge and abilities;
- Bilingual desirable.

Licenses, Certifications, and Testing:

- Current and valid CPR and First Aid certification provided by American Red Cross or American Heart Association;
- Pass pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier;
- Pass a District test with a score of 70% or better.

Knowledge and skills of:

- General concepts of child development and behavior;
- Strategies used in supporting appropriate student behavior;
- Basic understanding of safety rules;
- Basic principles of first aid including AED-assisted CPR;
- Exceptional interpersonal skills;
- English usage, punctuation, spelling, grammar, and math;

- General purposes and goals of public education;
- Safety rules and regulations regarding physical activity;
- Standard office equipment and computer applications including Microsoft Office and Google Suite;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, and letter and report writing.

Ability to:

- Learn methods, policies, and procedures of assigned work areas;
- Perform a variety of clerical work of average difficulty;
- Manage the behavior and activities of students in a wide variety of situations;
- Defuse volatile situations and de-escalate conflict;
- Operate a two-way radio to communicate with the school office and/or personnel;
- Meet demanding timelines and schedules;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over

Number of Hours				
0-2	3-4	4-5	6-8	N/A
			X	
			X	
			X	
X				
		X		

Attachment A

Handwritten notes and signatures in blue ink, including initials like 'SM', 'MB', 'JB', and 'ME'.

- 6. Crawling, climbing
- 7. Reaching overhead-above the shoulders
- 8. Crouching, kneeling, and balancing
- 9. Pushing or pulling
- 10. Lifting or carrying up to 50 lbs.
- 11. Hearing acuity for conversations or other sounds
- 12. Use of voice in face to face conversations or during telephone conversations
- 13. Gross muscle use of arms and legs
- 14. Handling, grasping, and feeling objects
- 15. Repetitive use of dominant hand
- 16. Fine dexterity with both hands
- 17. Exposure to stairs, ramps ,or uneven ground
- 18. Working around equipment and machinery having moving parts and generating heat
- 19. Contact with toxic substances
- 20. Exposure to dust, gas, or fumes
- 21. Work in varied temperatures
- 22. Work outdoors in all weather conditions**
- ~~23~~3. Operating a motor vehicle
- ~~24~~4. Use of a ladder
- ~~25~~5. Subject to frequent interruptions
- ~~26~~6. Viewing a computer monitor and/or other electronic device
- ~~27~~7. Contact with distraught or abusive individuals

X				
X				
X				
	X			
X				
			X	
			X	
		X		
		X		
		X		
			X	
X				
X				
X				
			X	
<u>X</u>				
X				
X				
			X	
		X		
			X	

Beaumont Unified School District

JOB DESCRIPTION

TITLE: Elementary Attendance and Health Clerk**CLASSIFICATION:** Classified**REPORTS TO:** ~~School Principal~~ **Site Administrator****SALARY SCHEDULE:** 20060**WORK YEAR:** ~~11 Months~~ **C****RANGE:** 2411**GENERAL DESCRIPTION:**

Under supervision of the ~~school principal~~ **Site Administrator**, collects, prepares, and maintains detailed and accurate attendance reports and records in accordance with requirements prescribed by the auditors, District office, and school site; follow up on students who have not been attending school and maintain student information in the student accounting system. May perform receptionist duties; answer incoming telephone calls and route accordingly; unlock school doors; greet and direct parents, students, and teachers. Performs a variety of regular clerical, typing, and office support duties in maintaining necessary health and student cumulative records; assists with health services and medical screening of students, disseminates health information, provides basic first aid, and routine health care; registers students new to the school site and enters them appropriately in the District's student information system; performs other related office duties as required; work collaboratively with the site secretary, **District nurse, and Licensed Vocational Nurse (LVN)**.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Performs a wide variety of clerical work including word processing, proofreading, filing of paperwork such as court orders, test scores, and other necessary documents; E
- Creates new cumulative file records; E
- Checks and records information in student cumulative files; E
- Maintains, monitors, reviews, and updates student attendance records and reports on a daily, weekly, and monthly basis; E
- **Runs required chronic absenteeism reports as needed within timelines;**
- Schedules site attendance conferences; inputs conference details into attendance system; E
- Conducts telephone conferences regarding attendance issues; monitors and maintains **Student Attendance Review Team (SART) and School Attendance Review Board (SARB)** records at the school site level;
- Maintains independent study contracts and work for site teachers; E
- Maintains and updates all student information in the District's student information system;
- Posts information to forms, accounts, **District parent messaging system**, and records;
- Answers the telephone and provides information concerning the elementary site;
- **Communicates with the District nurse, staff members, and parents regarding student attendance and/or student health;**
- ~~Under the direction of the District nurse prepare and copy various health records and reports;~~

Handwritten initials and signatures in blue ink, including "SM", "MM", "OW", and "SR".

- Assists in managing the inventory and ordering of health supplies for district schools; maintains attendance and health office supplies;
 - ~~Coordinate vision/hearing exams and follow-up, update, and verify immunizations; E~~
 - Assists the Licensed Vocational Nurse (LVN) with the coordination and maintenance of health, vision, hearing, and dental screenings;
 - ~~Run mandated health reports and oral health assessment reports; E~~
 - Provides basic first aid and routine health services ~~after assessing students who are ill or injured; E~~
 - Under the direction of the District nurse, administers various medications and provides anaphylaxis care; E
 - Maintains daily documentation of school health records with respect to physical health care services and procedures according to instructions and District policies; E
 - Prints report cards at the end of each trimester;
 - Participates in District professional in-services, workshops and/or seminars, as assigned;
 - Performs other related duties as needed or directed by the immediate supervisor.
- E = Essential functions

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- Graduation from high school or equivalent to completion of the twelfth grade;

Experience:

- Three (3) or more years of increasingly responsible experience in typing and general clerical work including use of computer software, Microsoft Office (Excel, PowerPoint, Word, etc.), Google Environment (Docs, Sheets, Presentations, etc.), and office machines, ~~Microsoft Word, and Excel;~~
- Customer service training and/or experience;
- Experience in California Public Schools and school site office knowledge is preferred;
- Any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses, Certifications, and Testing:

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier;
- Pass District test typing thirty-five (35) words per minute;
- Pass District test with a score of 70% or better;
- A current and valid First Aid/CPR card.

Knowledge and skills of:

- Excellent written and oral English language usage and communication skills;
- Student accounting systems;
- Standard office practices, procedures, techniques, and equipment use;
- State attendance laws and codes;



- First aid procedures, CPR, medication administration and recognition of signs and symptoms of communicable diseases;
- ~~Correct English usage, grammar, punctuation, and spelling;~~
- ~~Basic technology skills and usage;~~
- ~~Interpersonal skills using tact, patience, and courtesy.~~
- **Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;**
- **Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter and report writing.**

Ability to:

- Perform a wide variety of basic clerical work;
- ~~Operate a variety of standard office equipment;~~
- Make arithmetical calculations;
- ~~Receive and give information over the telephone or in person in a courteous manner;~~
- Work efficiently with frequent interruptions;
- Ability to calmly and safely respond to emergency situations;
- Learn procedures related to specialized physical health care services, i.e. medication administration including administration of injectables such as Epipens and Glucagon;
- Ability to use health equipment necessary for student health care;
- ~~Understand and carry out oral and written instructions;~~
- ~~Operate a variety of standard office equipment, as well as computer applications; including Microsoft Office Professional and Google Drive environments, with expertise in Excel and Adobe;~~
- ~~Handle confidential materials and matters with discretion;~~
- ~~Use English in both verbal and written form, employing correct spelling, grammar, punctuation and vocabulary;~~
- ~~Type accurately at the rate of thirty-five (35) words per minute;~~
- ~~Communicate effectively using a variety of mediums;~~
- ~~Read, interpret, apply and explain rules, regulations, policies and procedures;~~
- ~~Establish and maintain courteous, cooperative working relationships;~~
- Adapt easily to work assignments, additional priorities and new procedures;
- Suggest procedural improvements to supervisor, as appropriate;
- Work successfully and effectively with diverse groups of people;
- ~~Promote team building and a positive work environment;~~
- Identify and prioritize needs, and solve problems independently as appropriate;
- Maintain work schedule;
- Plan and organize work;
- Be courteous and maintain a neat and clean appearance, and demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment.
- **Have a high tolerance for ongoing stressful situations;**
- **Work with deadlines and under pressure;**
- **Maintain the confidentiality and security of sensitive information;**
- **Compile and maintain accurate records and files;**

Handwritten notes and signatures in blue ink, including initials like 'MB', 'MM', and 'JH', and some illegible scribbles.

- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Number of Hours				
	0-2	3-4	4-5	6-8	N/A
1. Mobility				X	
2. Use of depth perception and ability to focus				X	
3. Standing, walking		X			
4. Sitting		X			
5. Twisting, stooping, bending over		X			
6. Crawling, climbing	X				
7. Reaching overhead-above the shoulders	X				
8. Crouching, kneeling, and balancing		X			
9. Pushing or pulling	X				
10. Lifting or carrying up to 25 lbs		X			
11. Hearing acuity for conversations or other sounds				X	
12. Use of voice in face to face conversations or during telephone conversations				X	
13. Gross muscle use of arms and legs		X			
14. Handling, grasping, and feeling objects		X			
15. Repetitive use of dominant hand			X		
16. Fine dexterity with both hands				X	
17. Exposure to stairs, ramps or uneven ground	X				

Attachment B

- 18. Working around equipment and machinery having moving parts and generating heat
- 19. Contact with toxic substances
- 20. Exposure to dust, gas, or fumes
- 21. Work in varied temperatures
- 22. Work outdoors in all weather conditions**
- ~~23~~23. Operating a motor vehicle
- ~~24~~24. Use of a ladder
- ~~25~~25. Subject to frequent interruptions
- ~~26~~26. Viewing a computer monitor
- ~~27~~27. Contact with distraught or abusive individuals

	X			
	X			
		X		
			X	
X				
				X
				X
			X	
			X	
		X		

SM *FA*
U
MM *23* *(23)*
SB *10*
AD *AD*
SM
JH

Beaumont Unified School
District JOB DESCRIPTION

Handwritten notes and signatures in blue ink, including "Som", "M", "M", and "M" with arrows and circles.

TITLE: Licensed Vocational Nurse (LVN)

CLASSIFICATION: Classified

REPORTS TO: ~~Director~~ **Department** of Special Education
~~Director of Student Services, or Site Administrator~~

SALARY SCHEDULE: 260

WORK YEAR: ~~180 Days~~ **A**

RANGE: 26

GENERAL DESCRIPTION/PURPOSE:

Under the supervision of the ~~Director~~ **Department** of Special Education, ~~or Director of Student Services, or Site Administrator~~, and under the professional direction of a California credentialed District nurse, a Licensed Vocational Nurse (LVN) performs a variety of specialized health care procedures for students **and provide direct clinical care to meet the health needs of students.**

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- ~~Travel to various school sites within the District and perform a wide variety of nursing duties; E~~
- Performs specialized physical health care procedures including, but not limited to toileting, **changing diapers and clothes**, ~~diaper changes~~, blood pressure monitoring, catheterization, blood glucose (diabetic) monitoring, glucagon administration, insulin injection, gastrostomy tube/button feeding method, central venous line site care (if intravenous certified), feeding or medicating, mechanical ventilation, ostomy care, oxygen administration, postural drainage and percussion, respiratory assistance with inhaler or mechanical nebulizer, tracheotomy care (including, cleaning, suctioning, and tube replacement), emergency care in anaphylactic reaction, including the administration of epinephrine, maintain records of student ~~seizures~~, **health needs and/or medical events**, and other specialized health care procedures as per physician orders under the supervision of the District nurse; E
- Operates specialized medical equipment and instruments in the assessment and treatment of students; E
- Communicates, ~~and responds~~, **and notifies** to inquiries of District nurse, staff members, and parents regarding student and school site medical issues for the purpose of providing information without compromising student confidentiality; E
- Assists the District nurse with **coordination of** health, **hearing**, vision, and dental screenings; E
- Records appropriate medical procedures ~~on daily log~~ **in the student information system**; E
- Prepares, **inputs, manages, and distributes** documentation (e.g., immunization certificates, medical emergency cards, **health records**, and accident reports) for the purpose of providing written support and/or conveying information **according to instructions and District policies**; E
- Administers first aid, screens ill or injured students, and provides emergency care in accordance with State laws and District regulations; prepares and administers prescribed medications, including oral, aerosol, and injection medications according to physician instructions and established District procedures as directed and** ~~Advises~~ students on self-care (e.g., personal hygiene) and management of minor health issues or injuries; E
- ~~Participate in Individual Education Program (IEP) meetings as requested by the District nurse or Director of Special Education; E~~
- Runs mandated health reports and oral assessment reports;**
- ~~Provides emergency medical care including CPR and first aid as necessary in the event of serious~~

San M L H
 JB M M
 [Handwritten initials and marks]

~~illness or injury under the direction of the District Nurse, parent, and physician; E~~

- Carry **ies** out school disaster preparedness plans as directed by the District nurse; **E**
- Coordinates and participates in staff ~~or parent in-service~~ training as required; **E**
- Assists in **managing the inventory and** ordering of health supplies for district schools; distributes health supplies to school sites **and classrooms**, as needed; **E**
- Collaborates with the site administrator and District nurse to receive guidance in order to perform duties carried out in accordance with provisions of the LVN license; **E**
- **Cleans work areas (e.g., counters, desks, sinks, feeding equipment, suction machine, etc.) for the purpose of maintaining a sanitary environment; E**
- **Travel to various school sites within the District and perform a wide variety of nursing duties, if necessary;**
- **May assist by riding school bus with students to and from school; E**
- Other related duties as assigned.

E = Essential Function

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- Completion of all coursework in good standing from an accredited college or university required for that institution's Licensed Vocational Nursing program.

Experience:

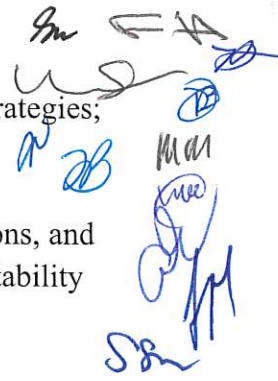
- One to two years of nursing-related experience working with children or adults with disabilities and/or severe medical needs.

Licenses, Certifications, and Testing:

- Possession of valid State of California License of Vocational Nursing in good standing;
- **A c**urrent **and valid** First Aid Certificate;
- **A c**urrent **and valid** CPR Certificate;
- **Pass a p**re-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- Vocational nursing functions including, but not limited to, first aid, CPR, administration of medications and monitoring of side effects, specialized health care procedures and techniques, and infection control procedures,
- Methods of collecting and organizing data and information; recordkeeping and report preparation techniques;
- Characteristics of students with disabilities and special needs;
- Methods and practices of performing routine medical/physical procedures and care of medically complex students;
- Universal health precautions, proper techniques for handling and disposing of biohazardous materials;
- General identification methods for illnesses, injuries and medical procedures;



- Signs and symptoms of child abuse; child abuse reporting requirements and prevention strategies;
- District office policies and State regulations concerning student immunization;
- Public health agencies and local health care resources;
- Interpret and apply pertinent school District procedures, policies, laws, rules and regulations, and apply them with good judgment in a variety of situations; including Health Insurance Portability and Accountability Act (HIPPA);
- Effective management of assaultive behavior by students;
- Health office and related medical practices, terminology, procedures, and equipment;
- Basic math, including calculation of fractions, percentages and/or ratios;
- Compile and maintain accurate records and files;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with those contacted in the course of work, and have strong interpersonal relationship skills;
- Analyze problems, identify potential solutions, and make appropriate recommendations;
- Establish and maintain cooperative and effective working relationships with all District staff;
- Use English in both verbal and written form, employing correct spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform specialized and other health procedures for students according to established protocol;
- Lift, position and reposition students with assistance using appropriate equipment;
- Operate a variety of health assessment and screening instruments and equipment, including thermometers, stethoscopes and screening devices;
- Observe and interpret student's non-verbal communications, including facial expressions, oral sounds and body language, and other indicators of physical discomfort and distress to identify potential problems before they become serious;
- Operate common office machines including data processing equipment such as computer terminals, printers and word processors;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Exercise judgment in dealing with emergencies and special health needs;
- Maintain consistent, regular and punctual attendance;
- Travel to various school sites within the District and perform a wide variety of nursing duties;
- Work with deadlines and under pressure;
- Handle emergency situations calmly and effectively; contact the nurse for assistance when needed;
- Maintain the confidentiality and security of sensitive information;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Beaumont Unified School District;
- Understand and follow oral and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;

N *Sm* *FT*
B *MM* *MD*
SM *AM*

- Maintain a neat and clean appearance, and courteous demeanor at all times;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Display interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, parents, staff, other health care professionals and the public;
- Demonstrate and model safe, prudent work behaviors and practices that result in a safe and healthy environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
- 22. Work outdoors in all weather conditions**
- ~~23.~~ Operating a motor vehicle
- ~~24.~~ Use of a ladder
- ~~25.~~ Subject to frequent interruptions
- ~~26.~~ Viewing a computer monitor
- ~~27.~~ Contact with distraught or abusive individuals

Number of Hours					
0-2	3-4	4-5	6-8	N/A	
			X		
			X		
		X			
X					
		X			
		X			
		X			
	X				
		X			
	X				
			X		
			X		
	X				
	X				
		X			
		X			
		X			
X					
	X				
X					
		X			
	X				
		X			