

GRIDLEY UNIFIED SCHOOL DISTRICT
429 Magnolia Street
Gridley, CA 95948
(530) 846-4721 Fax (530) 846-4595

NOTICE OF CLASSIFIED VACANCY

Position: Clerical Aide I – Health Services

Hours: 20-hours per week (.50 FTE)
9-month position

Location: School Sites

Minimum Qualifications:

1. Graduate from high school or general education degree (GED); 1 to 3 months related experience or equivalent combination of education and experience.
2. Experience in a health related field preferred.
3. Ability to type accurately at 40 WPM
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Knowledge of rules governing correct grammar, spelling and punctuation.
6. Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form.
7. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

Brief Description of Position:

1. Types correspondence, reports and records for the Health Services.
2. Handles phone communications.
3. Assists with health screening and maintains student health files.
4. Compiles and submits Medical Billing.
5. Assists with staff in-services.
6. Performs first aid.
7. Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Work Year: 9-months (school-term)

Salary Range: Appropriate placement on the Classified Salary Schedule (see reverse)

Application Deadline:

1. Applications may be obtained from the Gridley Unified School District Office, 429 Magnolia Street, Gridley.
2. Current employees must submit written notice of interest to the District Office by February 28, 2012.
3. Applications must be received in the District Office by February 28, 2012.
4. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
5. Fingerprinting for the purpose of conducting a background clearance will be required prior to employment.

02/13/12

Equal Opportunity Employer – Applicants will be accepted and assigned to jobs and otherwise treated without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status, veteran status or disability, as well as other classifications as protected by applicable Federal, state or local laws.

**GRIDLEY UNIFIED SCHOOL DISTRICT
2007-2008**

**CLASSIFIED SALARY SCHEDULE
Proposed Salary Schedule 2007-2008**

Range/Step	Annual Salary Steps					Service Credit by Years of Service					
	1	2	3	4	5-9	10-14	15-19	20-24	25-29	30-34	35+
11	9.56	10.04	10.54	11.07	11.62	12.20	12.81	13.45	14.12	14.83	15.57
12	10.04	10.54	11.07	11.62	12.20	12.81	13.45	14.12	14.83	15.57	16.35
13	10.54	11.07	11.62	12.20	12.81	13.45	14.12	14.83	15.57	16.35	17.17
13.5	10.80	11.35	11.91	12.51	13.13	13.79	14.47	15.20	15.96	16.76	17.60
14	11.07	11.62	12.20	12.81	13.45	14.12	14.83	15.57	16.35	17.17	18.03
15	11.62	12.20	12.81	13.45	14.12	14.83	15.57	16.35	17.17	18.03	18.93
16	12.20	12.81	13.45	14.12	14.83	15.57	16.35	17.17	18.03	18.93	19.88
17	12.81	13.45	14.12	14.83	15.57	16.35	17.17	18.03	18.93	19.88	20.87
17.5	13.13	13.79	14.47	15.20	15.96	16.76	17.60	18.48	19.40	20.38	21.39
18	13.45	14.12	14.83	15.57	16.35	17.17	18.03	18.93	19.88	20.87	21.91
19	14.12	14.83	15.57	16.35	17.17	18.03	18.93	19.88	20.87	21.91	23.01
20	14.83	15.57	16.35	17.17	18.03	18.93	19.88	20.87	21.91	23.01	24.16
21	15.57	16.35	17.17	18.03	18.93	19.88	20.87	21.91	23.01	24.16	25.37
22	16.35	17.17	18.03	18.93	19.88	20.87	21.91	23.01	24.16	25.37	26.64
23	17.17	18.03	18.93	19.88	20.87	21.91	23.01	24.16	25.37	26.64	27.97
24	18.03	18.93	19.88	20.87	21.91	23.01	24.16	25.37	26.64	27.97	29.37
25	18.93	19.88	20.87	21.91	23.01	24.16	25.37	26.64	27.97	29.37	30.84
26	19.88	20.87	21.91	23.01	24.16	25.37	26.64	27.97	29.37	30.84	32.38

<u>Job Title</u>	<u>Range</u>	<u>Job Title</u>	<u>Range</u>
Bus Driver	18	Groundsman/Bus Driver	17
Bus Driver/Custodian	18	Health Aide	11
Bus Driver/Groundsman	18	Healthy Start Coordinator	23
Bus Driver/Maintenance	20	Instructional Aide I	11
Bus Driver Trainer	19	Instructional Aide II	12
Cafeteria Assistant Cook	16	Instructional Aide/ISS	11
Cafeteria Baker	15	Library Clerk I	11
Cafeteria Clerk I	13.5	Library Clerk II	13
Cafeteria Clerk II	14	Maintenance/Grounds Worker I	18
Cafeteria Cook (Cook I)	15	Maintenance/Grounds Worker II	20
Cafeteria Head Cook	17	Maintenance/Bus Driver	18
Cafeteria Helper	13	Media Clerk A	11
Cafeteria Snack Bar Cook (Cook II)	17	Media Clerk B	12
Clerical Aide I Health Services	11	Media/Computer Tech Clerk	12
Clerical Aide II Health Services	14	Noon Supervisor	12
Clerical Aide Music	11	Office Clerk A	11
Campus Supervisor	21	Office Clerk B	12
Car/Van Driver	16	School Secretary I	14
Computer Technician	23	School Secretary II	15
Custodian *	16	School Secretary III	16
Custodian/Cafeteria Assistant	16	Secretary Health Services	15
Custodian, Lead	17.5	Bus Driver/Dispatcher	18
District Office Secretary/Account Clerk	17	Payroll Technician	19
		Mechanic/Bus Driver	22

*Night Custodian add 5% differential

Employees assigned by the District to utilize a second language shall receive five percent (5%) bilingual differential

Board Approved: 4/1/2009

parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate 40 W. P. M. California Driver's License may be required by the first day of service. First Aid /CPR Certificates is required. CPR Instructor Certificate is required.

OTHER SKILLS AND ABILITIES: Must pass a computer skills test. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.