**JOB POSTING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Unlicensed Assistive Personnel/Secretary  (7th – 12th Grade) | **Location Code:** | 2801  (BRV Jr/Sr High School) |
| **Department:** | Non-Certified | **Employee Status:** | Employee |
| **Revision Date:** |  | **Full-Time/Part-Time Status:** | Full Time |
| **FLSA Status:** | Exempt | **Working Period:** | 180 days |
| **Bargaining Unit Status:** | Excluded | **Date Approved by Board:** | Existing |
| **Salary:** | $12 - $15/hour | **Health Insurance:** | Health & Dental, Life, LTD |
| **Application Deadline: 6-10-2022** | |  | |

**Minimum Qualifications:**

* Candidate must have a positive and professional mindset and personality
* Ability to effectively work with others in a professional office environment
* Pass the required Expanded Criminal History Check

**Nature and Scope of Position:**

* In general terms this position will include duties in both the nurse’s clinic and assisting with a variety of front office duties and responsibilities during a normal school day
* Clinic - An Unlicensed Assistive Personnel (UAP) position is a school employee who does not hold a healthcare license but will be trained by the district’s head nurse to provide basic health care needs during the school day
* Secretary – The additional responsibilities of this position will include carrying out typical front office tasks and responsibilities in a collaborative manner with the other front office staff at BRV Jr/Sr high school

**Duties & Responsibilities:**

**Unlicensed Assistive Personnel Portion of the Job**

* Contributes to the healthcare needs of students and staff
* Will participate in training on tasks to be performed to support students and staff whith healthcare needs. To include, but not limited to, isolation of sick students and staff, proper use of PPE, asthma, and allergic reactions
* Administer and assist with medication in accordance with school district policies

**Duties & Responsibilities:** **(Continued)**

* Maintain confidentiality regarding all school and health related issues, unless legally mandated to report
* Perform tasks as delegated by the district’s School Nurse
* Follow the communicable disease prevention and control program in cooperation with local and state public health agencies
* Assist with Physical Needs of disabled students

**Secretary Portion of the Job**

* Assist office staff with attendance reporting (Powerschool)
* Interaction in taking care of students’ needs throughout the school day
* Assist head secretary with daily responsibilities and processes
* Perform related work as assigned by the assistant principal and principal
* Other duties as assigned

**Application Instructions:**

* Non-Certified application located at our school website under the employment area ([www.brv.k12.in.us](http://www.brv.k12.in.us))
* Current resume
* Submit all documents to: [**BRVApplications@brv.k12.in.us**](mailto:BRVApplications@brv.k12.in.us)