PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM

P.O. BOX DE
HAGATNA, GUAM 96932
TEL: (671) 475-0495 THRU 475-0498
FAX: (671) 477-0698

LUIS S.N. REYES
Superintendent of Education

RAMON T. LIZAMA
Administrator

September 10, 2007

An Equal Opportunity Employer

ANNOUNCEMENT
~ CONTINUOUS ~

The **Guam Public School System** wishes to announce ***OPEN/COMPETITIVE*** and ***PROMOTIONAL*** examination for the following class of position to **ESTABLISH A LIST:**

LICENSED PRACTICAL NURSE I (0.8127)
ANNOUNCEMENT NO: 113-07

SALARY: **Pay Grade H**

Open:	**Step 1 -10**	**$19,974.00 per annum**	**$29,962.00 per annum**
Promotional:	**Step 1- 20**	**$19,974.00 per annum**	**$42,264.00 per annum**

DUTY: **Twelve (12) Months**

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized school of practical nursing.

NECESSARY SPECIAL QUALIFICATION:

A) Possession of a current license as a practical nurse on Guam; and

B) Possession of a valid driver's license may be required.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is routine practical nursing work.

Employees in this class perform routine practical nursing duties independently after initial training work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).*

Prepares, administers and records medications and simple treatments according to physicians' orders and under close supervision of a professional nurse.

Provides a suitable environment for patients and administers simple, therapeutic measures for patients as directed by the physician or assigned by the professional nurses.

Prepares patients and assists the physician or professional nurse in the examination of patients and diagnostic procedures.

Observes records and reports to the physician or professional nurse any deviations from normal conditions and signs and symptoms which may be indicative of change.

Prepares equipment for simple treatments, including sterilization and observation of aseptic techniques.

Takes and records routine screening tests, such as hearing and vision tests under the supervision of a professional nurse.

Administers first aid during emergencies and performs CPR when required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of practical nursing theory, current practices and techniques.

Ability to learn and apply nursing techniques and practices appropriate to the assignment.

Ability to make work decisions in accordance with nursing standards, rules and regulations and other program guidelines.

Ability to follow physician's orders precisely or determine if additional consultation is required.

Ability to observe and interpret the physical manifestations of the patient's conditions, and the social and environmental factors which may hasten or delay recovery.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare charts.

Skill in the safe operation of a motor vehicle may be required.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System, Government of Guam must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment.
Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit a Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit an **"Application for Employment"** form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website www.gdoe.net.**

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.

9/10/07
RAMON T. LIZAMA, Administrator
Personnel Services Division