PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM

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LUIS S.N. REYES
Superintendent of Education

RAMON T. LIZAMA
Administrator

April 23, 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:**

SCHOOL HEALTH COUNSELOR I (8.220)

SALARY: **Pay Grade J (NPS – 39%)**
Open: Step 1-10, $31,889.00-$47,835.00 Per Annum
Prom: Step 1-20, $31,889.00-$67,477.00 Per Annum

DUTY: **Twelve (12) Months**

MINIMUM EXPERIENCE AND TRAINING:
Graduation from a recognized school for professional nurses with an Associate's degree or diploma in nursing.

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.

NECESSARY SPECIAL QUALIFICATION:
Possession of a current license as a Registered Professional Nurse on Guam.

NATURE OF WORK IN THIS CLASS:
This is professional school health counseling and nursing work.

Employees in this class perform routine nursing functions and provide health education and counseling services to students in the public schools. Work is performed with independence in accordance with established policies, standard practices of the nursing profession, and objectives of the school health program.

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.)* Works with school officials in establishing nursing policies and procedures to meet emergencies. Cooperates with school personnel in identifying and meeting physical, mental and emotional needs of students. Provides first-aid care to students and staff members and arranges for appropriate transfer to home or medical facility; writes injury reports. Administers prescribed medications and provides

documentation on health records; refers students that need further medical evaluation and/or treatment to appropriate medical personnel. Identify, evaluate, and participate in the assessment of correction and the monitoring of students' physical, instructional, emotional, perceptual, and developmental problems that interfere with learning in order to help students reach their full potential in school. Ensures that all students and staff will be free of all communicable diseases and conditions, which may spread throughout the school community, by nursing assessment, isolation, appropriate referral and reporting. Administers immunizations and TB skin testing, as required by DOE Board Policy, to students and staff, in cooperation with the Department of Public Health & Social Services protocols. Administers oxygen, if available, in cooperation with the Department of Public Health & Social Services protocols. Counsels students regarding health needs and care; develops and conducts health awareness programs. Provides follow-up on communicable disease cases when detected and refers to appropriate medical personnel; monitors communicable disease outbreak and takes appropriate steps for isolation, referral and reporting. Coordinates with public health officials in conducting preventive health and dental care program in the school. Maintains health records, collects data and prepares required reports. Periodically inspects facility for potential health hazards and advises school administrators. Sends referrals for visual, dental, speech and hearing, immunization and related public health services. May assist in programs for handicapped children. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, theories and practices of professional nursing.
Ability to develop and implement school health counseling and nursing services and programs.
Ability to administer first aid and other appropriate emergency health care procedures.
Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, procedures and other program guidelines.
Ability to coordinate school health programs with public health department and other governmental agencies and health organizations.
Ability to work effectively with employees and the public.
Ability to communicate effectively.
Ability to maintain records and prepare reports.

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 TUBERCULOSIS TESTING:
All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employees must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:
All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination 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 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 at www.gdoe.net**

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.

FOR FURTHER INFORMATION:
Please call 475-0495 through 475-0498 or come by and visit our office.

RAMON T. LIZAMA, Administrator
Personnel Services Division