

Health Office Attendant

Clairbourn School is hiring an individual for the Health Office.
Contract date: Flexible summer start date.

Requirements and Qualifications:

- BA/BS degree

Successful candidates will possess the following attributes:

- Excellent verbal and written communication skills
- High levels of experience with the MS Office Suite and ability to quickly learn new programs
- Positive attitude
- Ability to handle all first aid issues occurring on campus including parent communication
- Ability to collect, organize, and maintain all student health records
- Ability to successfully develop and maintain positive relationships with students, colleagues, and families
- Ability to support the philosophy of the school

Clairbourn was founded by members of the Christian Science faith and seeks individuals who support its tradition of strong academics in a context of ethical and spiritual values.

Salary competitive and is commensurate with education, skills, and experience.
Relocation packages may be possible upon negotiation. Clairbourn School is an Equal Opportunity Employer.

Application Process:

Submit letter of interest, resume, and letters of recommendation to the Assistant Head of School, via email at assistanthead@clairbourn.org or via fax at [\(626\)286-1528](tel:(626)286-1528). **The deadline to submit an application is July 15, 2016.**

Clairbourn School is a coeducational, private school for students in preschool through middle school (JPK-8th) that has continuously served the greater Pasadena area since 1926. We are known for excellent academics, our welcoming community, our attractive campus, and a strong record of sending graduates to top area high schools. Students are accepted to Clairbourn's elementary and middle school grades on the basis of their previous academic performance, standardized test scores, writing samples, teacher recommendations, and, in the case of Preschool through Kindergarten, their maturity and school readiness. We welcome students of any race, color, religion, national or ethnic origin. www.clairbourn.org