



## **JOB DESCRIPTION**

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|---------------------------|--------------------------|
| <b>Job Title</b>          | Medical School Assistant |
| <b>Department</b>         | Student Services         |
| <b>Reports To</b>         | Building Principal       |
| <b>Classification</b>     | Hourly Classified        |
| <b>Location</b>           |                          |
| <b>Salary</b>             | On Schedule              |
| <b>Length of Contract</b> | 187 Day Calendar         |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The Medical School Assistant provides health, physical and instructional services to students and staff under the medical supervision of the school nurse and as directed by the building principal. The Medical School Assistant also prepares and maintains accurate medical records for each student. The Medical School Assistant provides clerical assistance, behavior management support, and assists in other areas of the school as needed. This position also collaborates directly with school nurses, principals, families, and building staff to promote the health and safety of all students.

## **Essential Job Functions**

- Attends to healthcare/physical needs of students including feeding, toileting, and diapering, supporting students with seizures, and handling medical equipment.
- Maintains confidentiality regarding health, medical and student's category of disability.
- Performs any physical/healthcare procedures as required.
- Interviews students, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height to detect deviations from normal, observes condition of student, and records information.
- Cleans healthcare equipment.
- Inventories and orders healthcare supplies as needed.
- Performs routine healthcare procedures in accordance with approved techniques.
- Administers prescribed medications and treatments in accordance with approved techniques and written instructions from the physician/licensed prescriber.
  - The School Nurse provides training and consultation for oral medication administration.
- Observes student, records conditions, and reactions, and notifies supervisor, parent/guardian, or physician/licensed prescriber, as appropriate, of student's condition and reaction to drugs, treatments, and significant incidents or deviations from normal and observes condition of student.
- Seeks consultation from Principal/designee, parent/guardian, physician/licensed prescriber, and/or School Nurse, as appropriate, as questions arise regarding a student's care.

- Helps students learn how to become independent with their own healthcare/physical procedures (injections, etc.).
- Supports students in crisis and supports other crisis team members.
- Documents student injuries and behaviors.
- Supervises students in a small group setting and enforces classroom rules.
- Performs basic clerical duties such as operating of work processing program, record keeping, typing, etc.
- Assists in preparation of materials needed for classrooms, including duplication, lamination, etc.
- Assists in the office with attendance, reception, and clerical duties as needed.

#### **Ancillary Job Functions**

- Performs data entry into computer system to maintain school and student records.
- Attends meetings and trainings as directed.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Must meet Every Student Succeeds Act (ESSA) standard for certification.
- CPR and First Aid certified or must obtain as soon as practical after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or two years of experience in relevant area.
- Healthcare experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to guide and supervise groups of children.
- Ability to maintain accurate and complete records.
- Ability to manage children's behavior in small and large groups.
- Ability to maintain professional demeanor and resilience in response to student words and actions.
- Familiarity with medical terminology and health care.
- Ability to respond to medical emergencies and extreme behaviors of children.
- Ability to communicate effectively with students, staff, and families.
- Ability to work collaboratively in a team environment.
- Knowledge of the educational process and ability to understand and interpret elementary curriculum.
- Ability to be flexible and adapt to changing situations.
- Able to operate a variety of office equipment, including copier, fax, computer, laminator, and binder.

- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May be exposed to a variety of weather conditions and terrains.
- May be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- Frequently required to talk and listen.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Must possess clarity of vision (near, far, and three-dimensional) and precise hand-eye coordination, with or without corrective lenses.
- May be required to lift up to 30 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.