

Branch ISD

Job Description



Job title: Certified Medical Assistant (CMA)

Work Location: Varies

Classification: Para Professional

Reports to: School Nurse

Full Time

Substitute

Exempt

Schedule:

Part Time

Temporary

Nonexempt

M-F, Schedule Varies

Requirements:

1. Education and/or certification:
 - a. Certified Medical Assistant
 - b. Certified by American Association of Medical Assistants in the State of Michigan
 - c. Red Cross or American Heart certification in CPR and First Aid
2. Experience:
 - a. 1 year successful experience working with persons with disabilities
 - b. 1 year successful experience in pediatrics at a medical facility

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication.
2. Physical Tasks:
 - a. Ability to lift and move objects of at least 30 lbs. at least 10 feet.
 - b. Ability to do a two-person lift on students 75 lbs. or more.
 - c. Ability to climb stairs, climb in and out of vehicles, bend, stoop, squat, kneel, and assist students with basic life functions.
3. Equipment:
 - a. Utilize office and classroom equipment and educational technology.
 - b. Utilize medical equipment such as pulse ox, gastric tube feeding pump, and oxygen.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
2. Attend all required meetings and submit required reports on time.
3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate concerns, thoughts, and/or ideas to appropriate:
 - i. Administrator
 - ii. External personnel
 - iii. Parents/guardians (verbal, written, telephone, and home contacts)
 - iv. Other appropriate individuals as necessary
 - c. Maintain an environment that is conducive to student learning and collegiality with coworkers.
1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.

- b. Communicate student concerns to appropriate:
 - i. supervisor
 - ii. parent (verbal, written, telephone and home contacts)
 - iii. Waldron Center R.N.
 - iv. other school personnel
- 2. Management and organization skills expected:
 - a. Complete assignments and paperwork accurately, on time, and without constant supervision.
 - b. Assist other personnel as needed.
- 3. Application of job knowledge expected:
 - a. Demonstrate logical problem solving skills.
 - b. Demonstrate skill in assisting students to meet educational and nursing care plan objectives and in utilizing educational equipment, medical equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Assist in the maintenance of an environment that is conducive to student learning.
 - e. Meet specific performance objectives developed jointly with immediate supervisor.

Duties:

1. Maintain calmness and control under difficult and stressful, emergency situations.
2. Assist in recordkeeping and data collection.
3. Follow prescribed building emergency procedures for acute illness, death, oxygen therapy, seizures, and other emergency situations.
4. Adhere to established administrative policy/procedures in dealing with inappropriate, maladaptive behaviors.
5. Assist teacher and Waldron Center R.N. in developing realistic education and health related goals for students.
6. Report to Waldron Center R.N. nurse, areas of student medical concerns, which may need to be reported to the attending physician.
7. Assist the teacher in planning activities to develop individual student performance objectives.
8. Assist in caring for the necessities of each student; i.e., self-care, adaptive, cognitive, medical.
9. Attend all required meetings and trainings pertaining to students, including those specific to equipment used by students.
10. Maintain student records, including nursing documentation, and security/inventory of equipment and materials for each assigned student according to identified system.
11. Carry out assigned duties under the direction or supervision of the Waldron Center R.N.
12. Perform medical care in accordance with the physician's orders, and under the direction and supervision of the Waldron Center R.N.
13. Safely supervise students during contact hours, while at school, during transportation to and from school, or on assigned trips.
14. Use a written instructional plan per student and provide care accordingly.
15. Document treatments and equipment checks on daily logs.
16. Report pertinent information to the Waldron Center RN.
17. Use limited independent judgment within the nursing care plan.
18. Perform routine duties on assigned students according to your skills as a CMA (vital sign, patient exercise, tube feedings, problem solving techniques related to equipment, medication administration etc)
19. Assist students with activities of daily living, and with school objectives.
20. Administer prescribed medications, and treatments within your scope of practice as assigned by the Waldron Center RN, and in compliance with district policy as well as Michigan Society of Medical Assistants.
21. Be flexible, and able to perform other duties as assigned by supervisor for transportation, lunch, sanitation, and safety.
22. Performs other duties as assigned.
23. To avoid disruption to school district operation and required student services, the employee must be able to work additional/supplemental days beyond the signed contract if needed.

Employee Name:	Employee Signature:	Date:
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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: June 2024	Revisions:
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