



## **Job Description**

**Position:** District Medical Assistant

**Reports to:** District Nurses/Administration

**Affiliation:** BESP

### **Job Summary:**

Brighton Area Schools is seeking qualified medical assistants to join our district medical staff. Our district medical staff is led by two nurses with the medical asst. as an essential part of the team. Medical asst. will primarily assist students with medical & physical needs in our buildings. As part of our medical team, medical asst. duties include some of the following tasks: monitoring ill students & staff, providing direct medical care to students & staff, monitoring vital signs, keeping charts & records up to date, assisting in the school and clinic areas as needed, stocking medical areas, communicating with families via phone & computer, and other duties as assigned.

### **Required Qualifications:**

1. Certification as a nurse, nurse aide, medical assistant, or emergency medical technician
2. CPR Certification

### **Desired Qualifications:**

1. Previous experience providing care in a clinic or school setting.
2. Experience with electronic medical records and data entry including MCIR.

### **Skills Possessed by the Optimal Candidate:**

1. Teamwork and a desire to help others.
2. Demonstrates an ability to stay calm under pressure and/or in the event of an emergency.
3. An ability to connect and communicate with adolescents and adults.
4. A desire and willingness to learn new skills and complete essential trainings.
5. An ability to make quality, independent decisions and problem solve.
6. Possession of a positive, can-do attitude.
7. Demonstrates effective use of PPE.
8. An ability to handle confidential information in an organized and professional manner.

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9. An ability to maintain courteous and professional relationship with students & staff.
10. Comfortable providing direct student care and support that may include: medication distribution, administering injections, assisting with medical equipment and more.

### **Essential Functions:**

*Note: The following duties and responsibilities are deemed to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully; an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

1. Ability to work cooperatively with administration, staff, and students in the ongoing task of providing the best possible education for all students.
2. Ability to relate to and collaborate with students, parents, and colleagues.
3. Willingness to adapt to changing situations.
4. Planning and preparation: develop and implement daily plans.
5. Communicate regularly with stakeholders through a variety of communication methods.
6. Participate in professional development activities both in-district as well as outside of the district to enhance effectiveness.
7. Have regular and consistent attendance.