



Crandall Independent School District

Job Description

Job Title: Certified Medical Assistant **Wage/Hour Status:** Non-Exempt
Reports To: Campus RN and Health Services Coordinator **Date Revised:** February 22, 2024
Dept./School: Assigned Campus(es)

Primary Purpose:

Work under a licensed registered nurse's immediate guidance and direction to maintain routine clinic records, provide minor first-aid care, and conduct health screenings.

Qualifications:

Education/Certification:

High school diploma or GED
Certified Medical Assistant
Current CPR (cardiopulmonary resuscitation) Certification

Special Knowledge/Skills:

Knowledge of basic first aid
Proficient keyboarding and file maintenance skills
Ability to use software to develop databases and do word processing
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:

One (1) year experience in a health-related position; experience working with school-age children

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illnesses according to a detailed protocol established by the school nurse (RN) or medical advisor.
2. Administer medication to students according to board policy and district procedures and maintain an accurate medication log.
3. Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Escort students to and from the health room and assist students with disabilities as necessary.
5. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse (RN).
6. Contact emergency medical services (EMS) according to established school health services protocols or as directed by the school nurse (RN).
7. Utilizes campus telehealth services regularly to promote health in school.

Safety

8. Maintain an efficient and safe clinic, including following infection control procedures as directed by the school nurse (RN). Use Universal Precautions Procedures when cleaning all body spills and providing wound care.

Clerical

9. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records.
10. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to the school nurse (RN).
11. Maintain clinic supply inventory and request supplies as needed.

Compliance

12. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
13. Maintain confidentiality.

Other

14. Follow district safety protocols and emergency procedures.
15. Traveling to multiple campuses throughout the district, as assigned, is required.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment; special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles for unlicensed assistive personnel published by the Texas Department of Health School Health Advisory Committee, January 14, 2013. Certified Nurse Assistants (CNA) and Certified Medical Assistants (CMA) are considered unlicensed assistive personnel.*

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date