

**PLEASE POST**  
Until Filled

**NOTICE OF VACANCY**  
**TAYLOR SCHOOL DISTRICT**  
**PERSONNEL MEMORANDUM**

**INTERNAL & EXTERNAL**

**POSITION:**  
Medical Assistant

**REPORTS TO:**  
Director of Special Education

**QUALIFICATIONS:**

Medical Assistant with a Diploma in Medical Assisting or a current State of Michigan Board of Nursing Practical Nurse License preferred. Will consider other related certification or 5 years experience.

1. Ability to provide care to students with Diabetes.
2. Ability to perform the functions assigned pursuant to and in conformance with the provisions of Michigan Revised School Code, and other applicable statutes or regulations, pertinent to the work performed.

**DUTIES AND RESPONSIBILITIES:**

1. Provide care to students with Diabetes: monitor blood sugar, count carbohydrates, calculate insulin dose and administer insulin and respond to high/low blood sugar episodes per Doctors orders/district policy.
2. Preparing and administering medications per Doctors orders.
3. Assist with health care needs and medical emergencies in the school.
4. Attend field trips and accept alternative building assignments as needed.
5. Perform accurate, legal, and ethical documentations at all times and maintains written documentation and communication with the assigned building school nurse and/or principal.
6. Adhere to Taylor School District Policies and Procedures, including:
  - a. Corporal punishment/physical contact with students
  - b. Non-discrimination
  - c. Child abuse and neglect reporting
  - d. Sexual harassment
  - e. Confidentiality of student records and student record information
  - f. Bloodborne pathogens exposure control
  - g. Administration of medication to pupils
  - h. Communicable diseases
  - i. Alcohol/controlled substance possession and use
  - j. Copyright
  - k. Emergency Procedures (fire drills, evacuations)
  - l. Hazardous Materials
7. Dispose of biohazard waste according to OSHA standards
8. Practice OSHA safety standards
9. Additional duties as assigned

This position reports to the building principal(s) and the Director of Special Education.

This position requires a Criminal History Check through the Michigan State Police.

**Rate of Pay: \$15.89 (no benefits)**

Work schedule will be based on days when students are scheduled to attend school.  
Schedule is based on the Taylor School District Calendar.

Renewal of Contract requires a satisfactory evaluation from the Principal in consultation with one of our registered nurses and continued need for such services.

**If the services of a Certified Medical Assistant are no longer required due to a student moving or a change in the student's I.E.P.C., it is understood that the Certified Medical Assistant will be given one week notice that their position will be eliminated.**

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

**All materials received relative to this posting become property of the Taylor School District.**

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED**

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE  
CONSIDERED***

**NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.