

SUBSTITUTE MEDICAL ASSOCIATE

Primary Function (Job Goal)

To perform the duties and functions of a Medical Associate during the Medical Associate's absence by assessing students requiring the direct services of a registered nurse. Prepare health care plans for involved students and supervise the implementation of required health care procedures.

Reports To (accountability)

Principal

Supervisory Responsibilities

None

Qualifications

- Valid State of Illinois license to practice as a Registered Nurse.
- Certification in vision and hearing screening (preferred).
- The ability to work effectively with peers.
- High level skills in oral and written communication in English.
- Ability to effectively communicate the health/medical needs to students, teachers, administrators and parents.
- Demonstrate ability to interpret health records and effectively communicate the information to parents, teachers and administrators.
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information. This information includes, but is not limited to, arrival and departure times of school buses, arrival and departure times of extra-curricular activities, alternative school bus stops, and behavioral actions of students on school buses.

Generally the job requires 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assumes the following duties and responsibilities in place of the absent Medical Associate:

- Perform routine first aid practice as allowed by school regulations and state law including, but not limited to, distribution of medications to students as prescribed by physicians.
- Manage and maintain standards of emergency care for students and school personnel.
- Maintain a daily log of activities and student care.

- Participate with school staff in developing and implementing total school health program.
- Suggest to staff possible modifications in the educational program designed to meet the health needs of individual students.
- Promote good health practice for the prevention and control of disease.
- Attend meetings and conferences as they pertain to health services and the health curriculum.
- Recommend exclusion and re-admission of students in connection with infectious and contagious disease.
- Serve as educational resource person to students and teachers.
- Provide input for organizing school health services and tests for vision and hearing.
- Assume the responsibility for the identification and referral of students in need of medical and dental care.
- Conduct follow up activities pursuant to vision and hearing referrals. Maintain up to date cumulative health records on all students.
- Collect and coordinate health data used in student scheduling.
- Assist in preparation of L.E.A., County and State reports as required.
- Report to parents, school officials, physicians, clinics and other agencies on school medical matters.
- Perform other duties and responsibilities pertaining to the position as may be assigned by the administration.
- Assist the special education team in taking health histories and reporting at staffing meetings as necessary.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students. Previous work or volunteer experience with children is preferred.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

On an as needed basis

Completion of mandated training through Global Compliance Network

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Educational Support Personnel.