

**Vail School District  
Job Description**

**Job Title: SPECIAL EDUCATION MEDICAL ASSISTANT**

**Department:** Special Education

**Reports To:** Assistant Director of Special Education

**FLSA Status:** Non-exempt

**Classification:** Classified

**Level:** 14

**Created:** 10/05/2015

**Approved:** 10/08/2015

**SUMMARY:** Provides clerical support in addressing the health needs of students; and provides appropriate medical care and/or referral for special needs students with intensive disabilities and/or impairments who may be ill, medically fragile and/or injured.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

- Provides direct clerical and medical support to students with special needs identified on a master schedule prepared and maintained by the assistant director of special education with input from the district nurse.
- Conducts and documents daily rounds of assigned students. Daily rounds involve a physical or telephonic check-in with the assigned student(s) and/or with at least one of the site staff assigned to support the identified student.
- Attends, accompanies and participates in students' school related activities, including but not limited to field trips, class off-site activities, and typical school bus transportation between home and school, as assigned, for the purpose of providing first aid, medications, and/or medical support for ill, medically fragile, or injured students identified on master schedule.
- Reviews the daily rounds log and documentation with the assistant director of special education on a weekly basis, when school is in session.
- Consults with the district nurse in a timely manner regarding significant issues, concerns, or major change in each assigned students' protocols or medical conditions.
- Learns, models actions, and trains site staff to implement appropriate medical protocols and procedures for identified students with significant medical needs, with support from the district nurse.
- Administers and documents any first aid, medical procedures, and/or medications given to assigned students, according to the physician's instructions and/or district expectations.
- Complies with district policies and with laws related to administering medications, providing medical assistance, and student confidentiality (FERPA).
- Enters and maintains appropriate routine recordkeeping and clerical data entry (updating site health services, input into district and state databases, copying, faxing, scheduling, etc.) for the purpose of supporting school and district health services staff and the special education department staff.

- Demonstrates professionalism, respect, and flexibility with changes to daily rounds; contributes proactively with the district nurse when adjustments are made to the master schedule to accommodate newly identified students or changes in existing students' special needs.
- Assists site health aides, special needs paraprofessionals, and special education teachers to access resources to meet identified students' unique medical needs. Acts as a resource for problem solving and provides directions and support when related questions arise.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- Associates degree in field related to medical practice or medical training certificate, degree or diploma is preferred.
- Clinical or certified medical assistant, EMT, physician's assistant, licensed practical nurse, or registered nurse certification is preferred.
- Minimum three years related training and/or experience working with individuals with significant medical needs.
- Or any equivalent combination of related education, experience and training that is approved by the director of special education.

### **ABILITIES**

- Ability to be an effective, professional, and respectful team member.
- Ability to work effectively with others of diverse backgrounds and various experience levels.
- Ability to perform medical assessment and determine and deliver appropriate type of care or referral in school setting while remaining calm, professional, and respectful to the student and others.
- Ability to operate personal vehicle and/or district vehicle and comply with all district policies and expectations and local, state and federal laws.
- Ability to engage in sometimes strenuous physical activity; providing care for assigned students, including feeding, toileting, standing, and lifting.
- Ability to follow professional instructions regarding the academic and behavior needs and activities of assigned students.
- Ability to learn the operation of medical equipment and procedures necessary to meet the physical and medical needs of assigned students; and adapt to changing assignments throughout the school year.

### **LANGUAGE SKILLS**

Ability to read and interpret a variety of technical documents. Ability to speak and present effectively to a variety of audiences. Strong writing, researching and editing skills. Ability to convey ideas and messages in one-to-one and group settings.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

First aid and CPR certification must be obtained prior to the first day of employment. Employee must maintain valid first aid and CPR certificate. Employee must maintain valid Arizona driver's license and minimum required automobile insurance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear; the employee is frequently required to stand, walk, sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 50 pounds and occasionally lift and move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

This job requires considerable travel. Most travel is between the District Office and its schools and/or work sites.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Primary work environment is indoors; however, the employee may work in several environments including classroom and outdoors on or near student playgrounds. The employee's primary responsibility is working with students in a special education program. Employees in this position may have a higher level of exposure to illness, infection, and physical injury from students. There is frequent contact with other students, parents, support staff, administration, and other district employees. The noise level is usually moderate.