

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## MEDICAL ASSISTANT

### QUALIFICATIONS:

- Minimum Certification: Licensed Practical Nurse (LPN), Registered Nurse (RN) preferred
- Pediatric experience preferred
- Experience/knowledge of ventilators preferred
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: The medical assistant is a healthcare services specialist who provides specialized medical assistance to children within the public school environment.

### PERFORMANCE RESPONSIBILITIES:

1. Provide direct healthcare services to children under the direction of the school nurse. These services may include, but are not limited to:
  - CPR
  - O2 – (on/off liter bleed-bag mask)
  - Seizure precaution
  - Tube feeding
  - Postural Drainage
  - Percussion
  - Nebulizer Treatments
  - Tracheotomy Care
  - Ventilator Supervision
  - Medication (oral, tube, rectal)
2. Provide consultation to teaching staff in reference to medical issues of individual children.
3. Consult with staff regarding modification or change in the educational environment necessitated by the student's developmental or health status.
4. Assist School Nurse in vision and hearing screenings.
5. Work with School Nurse and families to coordinate medical information from hospitals, physicians, etc.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

### STATEMENTS OF AGREEMENT:

#### Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable

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accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 8/5/2002

Revised: 2/9/2022