

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: CERTIFIED MEDICAL ASSISTANT**

**REPORTS TO:** District Nurse or Designee

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** May 9, 2019, Board #2019-2399

**BASIC FUNCTION:**

Under the direction of the Registered Nurse (RN) perform technical health related duties to assure that federal performance standards of the health services program are met in accordance with state laws and district policies.

**REPRESENTATIVE DUTIES:**

- Under the direction of the Registered Nurse (RN) perform technical health related duties to assure that federal performance standards of the health services program are met; assure compliance with rules and regulations.
- Observe student health status, facilitate referral for parents and students to public health agencies or other health care providers as appropriate.
- Maintain and review student health records; prepare a variety of reports, correspondence, forms, notices and referrals; distribute records to Health Services for follow-up and the State report.
- Attend meetings, workshops and conferences to maintain current knowledge of health issues and concerns, school health procedures and health related community services as required.
- Operate medical equipment; assure equipment is in proper working condition.
- Perform related duties as assigned by RN.
- Maintain regular attendance.
- Perform other duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern medical terminology, equipment and techniques.
- Diagnostic methods for medical conditions and diseases.
- Basic First Aid, including seizure training and age-appropriate CPR techniques.
- Health and safety regulations, including blood-borne pathogens.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Monitor health status.
- Administer first aid.

- Perform technical duties related to assigned health services program.
- Provide health information to parents, students and staff.
- Counsels and provide health related information to parents of school-aged students.
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies and procedures.
- Learn and apply appropriate care and procedures related to students.
- Operate standard office equipment as required.
- Complete work in a reasonable time.

#### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from an accredited Licensed Practical Nurse (LPN) program, Certified Medical Assistant (CMA) program and two years pediatric experience.

#### **CERTIFICATION REQUIREMENTS (ALL)**

Valid LPN or CMA Certificate.

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid Kentucky driver's license.