



Job Title: **504 Medical Assistant**
 Department: **Responsive Services**
 Supervisor: **Director of Responsive Services/Principal**
 Lane Placement: **ESP Lane 3**
 Schedule: **Varies** Evaluation Group: **JCES 8**
 FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of Student Services and/or Principal the 504 Medical Assistant provides direct care for a student under the guidance of the school Principal, District nursing staff and Director of Student Services. The 504 Medical Assistant are required to document all medical services provided to the student.

ESSENTIAL FUNCTIONS

- Assists with physical and emotional maintenance of students with disabilities. Duties may include assisting with toileting programs, diapering, feeding, and other physical care.
- Assists in the provision of medical services under the direct supervision of licensed staff with appropriate training when necessary.
- Assists behavior management programs as specified on a student's IEP and in accordance with guidelines established by Canyons School District.
- Assists in school events at the direction of the principal.
- Requires ability to work effectively with staff and students with disabilities.
- Has interaction with other professionals regarding specific student needs (e.g., psychologists, physical therapists, and speech therapists).
- Requires ability to exercise emotional control in difficult situation.
- Requires desire and aptitude for training and development in basic behavior management instruction and a general knowledge of the field of Special Education.
- Requires ability to solve a variety of problems relating to individual student needs and behaviors. Problem solving is guided by policies and procedures set by administration and the licensed teachers.
- Requires knowledge concerning the safety and security of students assigned to the classroom (e.g., helping students on and off buses on a rotating schedule, supervising play activities, field trips and lunches).
- Utilization of medical devices as trained and needed (e.g., catheters, feeding tubes).
- Utilization of specialty equipment as train and needed (e.g., bikes, walkers, PT and OT devices).
- Data Collection.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Incumbent must demonstrate competence in reading, writing and math.
- Job requires good interpersonal skill. Interacts with students, parents, and staff.
- Job requires communication based on student needs and educational program.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift minimum of fifty (50) pounds.
- Responding to the unique educational needs of students with disabilities is frequently stressful.
- This job may emphasize intervention with and management of aggressive and self-abusive students, angry students, emotional students, students with infectious diseases, and personal physical abuse.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of thirty (30) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020