POSITION DESCRIPTION

TITLE: Medication Administration Assistant
LOCATION: 
REPORTS TO: Building Principal/School Nurse
DEPARTMENT: Elementary/Secondary

SUMMARY STATEMENT:
The medication administration staff assistant is responsible for the administration of oral medications to students, under the training, direction, and supervision of the school nurse, and in accordance with District policy and State law. The medication administration staff assistant reports to the building principal for day-to-day supervision.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public.
2. Administer oral medications to individual students as directed by the school nurse.
3. Ensure that students take medication(s) as directed, including calling them to the office if necessary.
4. Maintain accurate, legible, log of medications administered, and health related activities and communication.
5. Maintain medications in a clean, locked cupboard to ensure safety. Maintain order and cleanliness of health room and other work areas.
6. Work with the building school nurse to report any side effects, reactions, or unusual behaviors.
7. Work with students and parents to ensure there is enough medication(s) on hand.
8. Perform First Aid/CPR as necessary.

OTHER RESPONSIBILITIES:
1. Assit office staff as time permits by answering the telephone and/or performing light clerical duties.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing (66-100%)</td>
<td>Standing (66-100%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.</td>
<td>Use of hands and/or arms for repetitive motion.</td>
<td>Sitting (33-66%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Confidentiality (66-100%)</td>
<td></td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Pen and writing implements, markers, forms, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of one year of office experience, or equivalent training.
2. Demonstrated ability to communicate effectively with students, staff, and the general public.
3. Demonstrated ability to follow directions as delegated by the school nurse and/or principal.
4. Demonstrated ability to gain the cooperation of students.
5. Must be able to write legibly.
6. Must be able to maintain confidentiality of sensitive information.
7. Must possess organizational skills and the ability to follow through.
8. Must possess or be able to acquire a First Aid/CPR card within 30 days of employment.
9. Must be able to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ______________________________________ Date: ________________

District: ______________________________________ Date: ________________

Revised Date: 12/20/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Medication Administration Assistant