GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE: TEACHER ASSISTANT - DIABETIC CARE ASSISTANT (DCA)  
SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under the supervision of a registered nurse, provides individual assistance that allows a student to remain in school with access to the curriculum and educational environment. Employee is readily assessable to the student for the entire school day, maintaining the safety of the student and providing daily, on-going diabetic care management. Employee participates in general and intensive child specific training related to Diabetes. Employee participates in individual health care plan conferences. Employee assists student with food selections whenever appropriate in consultation with the parent. Diabetic Care Assistants may also be directed to perform secondary job responsibilities in cases such as teacher workdays or student absence. Reports to the building Principal.

DCAs are assigned/reassigned to school locations by Guilford County School Personnel based on individual student needs and in accordance with physician’s orders.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Accompanies a student providing observation, intervention and assistance necessary for the student to remain safe and healthy by minimizing the possibility that diabetes related emergencies will occur per the individual health care plan.

Trained by school nurse to monitor the administration of medication, carb counting, diabetic pump function, checking blood sugar and monitoring student for signs of hypoglycemia or hyperglycemia. Responsible for daily data collection

Performs various clerical duties as needed; maintains records of daily actions and blood sugar levels, participates in any required training sessions and assists classroom teacher as necessary to ensure the safety and well-being of the diabetic student.

Communicate with teachers, substitute teachers, parents, healthcare and healthcare team as indicated or as necessary regarding diabetic care on school grounds.

Maintains student confidentiality

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ADDITIONAL JOB FUNCTIONS

Daily communication with parents regarding student care.

MINIMUM TRAINING AND EXPERIENCE

High School diploma and some experience working with students or individuals who are diabetic; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must participate in required Diabetes Care Training as determined by Guilford County Schools and as determined by the supervising registered nurse. Must participate in the Individual Health Care Plan Conference.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert physical effort necessary to frequently or constantly lift, carry, push, pull, toilet, transfer, diaper and feed assigned students or otherwise move objects. Must be able to exert up to 80 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects and/or students. Physical demand requirements are in excess of those for Sedentary and Light Work. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Medium Work. Vision must be within normal limits, with or without correction.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors. Able to communicate in a calm manner, with parents, school staff and medical providers.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks,
forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of activities performed by lead teacher.

General knowledge of daily routines of the classroom.

General knowledge of student handbook rules.

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Specific knowledge of procedures to follow in the event of an emergency.

Must be willing to observe student without disrupting the class.

General knowledge of the principles of organization and administration.

Some knowledge of the curriculum for the grade.
Ability to constantly monitor the safety and well-being of students.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.