DIXON PUBLIC SCHOOLS #170

Diabetic Care Aide

Position Overview

Job Title: Diabetic Care Aide – Student Transportation
Reports To: District Nurse
Evaluation: Annually
Schedule: 176 workday calendar; Part-Time; Assigned morning and/or afternoon bus routes during the school year

Summary: The Diabetic Care Aide is responsible for providing supervision, monitoring, and assistance to students with diabetes while being transported to and/or from school. The primary responsibility of this position is to ensure student health and safety during transportation by recognizing symptoms of blood glucose fluctuations and responding appropriately in accordance with student Individualized Health Care Plan (IHP), Diabetes Medical Management Plan (DMMP), and Emergency Action Plan.

The Diabetic Care Aide works collaboratively with the school nurse, transportation personnel, parents/guardians, and appropriate school staff to support student medical needs during transportation.

Qualifications

Required:

- High School diploma.
- Interest and ability to work with students/teachers/parents
- Experience with diabetes management or student medical support preferred but not required.
- Ability to recognize and respond appropriately to medical emergencies.
- Strong communication, dependability, and interpersonal skills.
- Ability to maintain confidentiality.
- Willing to be trained by a Registered Nurse to be a part of the Diabetic Care Team (training provided)

Physical Requirements

- Ability to safely board, ride, and exit a school bus.
- Ability to remain seated or appropriately positioned during transportation while supervising students.
- Ability to respond promptly to a student experiencing a medical emergency.
- Ability to assist with emergency evacuation when necessary and consistent with training and physical capabilities.
- Ability to handle and access diabetic care supplies and emergency equipment.

Working Conditions

- Work is performed primarily on a school bus during assigned transportation routes.
- Schedule may include morning and/or afternoon transportation, depending on student needs.

- Hours and assignment are based on the transportation and medical needs of the assigned student(s).
- Position may involve exposure to varying weather conditions, vehicle movement, and student medical emergencies.

Essential Duties and Responsibilities

Student Monitoring and Safety

- Accompany the assigned student(s) on designated school bus routes to and/or from school.
- Monitor the student(s) for signs and symptoms of hypoglycemia (low blood sugar) and hyperglycemia (high blood sugar).
- Remain attentive and available to assist the student(s) throughout transportation.
- Assist the student(s) with monitoring blood glucose levels, including reviewing continuous glucose monitor (CGM) alerts, when authorized and trained.
- Ensure that the students' necessary diabetic supplies and emergency medications are accessible during transportation.
- Communicate concerns regarding the students' health or safety to the school nurse and appropriate school personnel.

Diabetic Care and Emergency Response

- Follow students' individualized medical and emergency care plans as directed by the school nurse and authorized medical providers.
- Recognize and respond appropriately to diabetic emergencies, including administering fast-acting carbohydrates or emergency medication when authorized, trained, and permitted under applicable law and District procedures.
- Notify the bus driver immediately when a medical situation requires the bus to stop or emergency assistance to be requested.
- Follow established emergency procedures, including contacting 911 when necessary.
- Document and report diabetic-related incidents or interventions in accordance with District procedures.

Communication and Confidentiality

- Maintain appropriate communication with the school nurse, transportation department, and designated school personnel regarding student needs.
- Maintain confidentiality of student medical and educational information in accordance with FERPA and applicable District policies.
- Participate in required training and updates regarding the students' diabetic care needs.

General Responsibilities

- Follow all District policies, transportation safety procedures, and applicable health and safety guidelines.
- Maintain professional conduct and appropriate boundaries with students and families.
- Perform other related duties as assigned within the scope of the position and the employee's training.

Compensation

- Pay Rate: $20.81 per hour

Application Process

To apply for this position, visit the District's website at *www.dps170.org*. The employment application process can be found by using AppliTrack. Click on the District link and then the "Employment" tab. Current employees may submit a letter of interest.

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