

Job Title: Medical Assistant Instructor (2023-2024 School Year)

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: \$65,000 – \$90,000

Location: Northwest Campus
13201 W Grand Avenue
Surprise, AZ 85374
10:30 AM – 7:00 PM

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Prepares students for jobs in Medical Assisting
- Ensure curriculum is current with industry standards. Work with professional organizations associated with Medical Assisting
- Use student data to drive instructional practices
- Assists with curriculum development instruction and participates in program reviews
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Partners with instructional team leaders for planning, implementation, and reflection on instruction
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Assesses student progress towards objectives, expectations, and/ or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Identifies and develops a variety of work-based learning opportunities for students which includes externship
- Engages students in leadership development by serving as an advisor for Career Technical Student Organization (CTSO)
- Registers, guides and tracks all student activities with HOSA

- Assists students to complete service learning projects and program fundraising events
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Communicates student progress and behaviors with parents and/ or legal guardians
- Establishes and maintains a good rapport with community partners and advisory councils
- Develops and implements a rigorous lab safety program
- Responsible for supply orders as well as maintaining inventory of supplies
- Reports student enrollment data
- Attends district meetings
- Performs other related duties as assigned to strengthen the program

Knowledge and Skills:

- Degree or certificate in Medical Assisting/ or Health Sciences
- 3-5 years' experience in teaching or related work experience
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Knowledge of safety and/ or sanitation procedures appropriate to the field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment
- Ability to use tools and equipment related to area of instruction
- Ability to use appropriate technology and able to use as an integral part of instruction
- Willingness to work high school youth and adults
- Demonstrate strong organizational and communication skills
- Able to work afternoon, evening and weekend events

Requirements:

- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate in Health Careers
- Ability to work toward acquiring a Maricopa Community College Dual Enrollment Certification
- Maintains industry related certification
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License
- CPR certification

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest

- Current resume
- Three professional references (names, addresses and phone numbers)

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