

BRIEF DESCRIPTION OF POSITION

The Career Technical Education (CTE) Medical Assistant CTE (MA) Instructor, under the supervision of the Director of Career Education and Site Principal, will instruct students in the essential skills required for administrative and clinical tasks within a physician's office or medical clinic. Responsibilities encompass curriculum development, maintaining student instructional records, student recruitment and retention, advisement, participating in school activities and advisory committees, training and evaluating student performance, ensuring program compliance with all regulatory agencies and accrediting bodies guiding students through their clinical placements, engaging in activities with the Health Occupations Students of America (HOSA), delivering a curriculum that enables students to attain industry-aligned certifications, and acting as the supervising teacher during externships and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leadership Responsibilities:

- Coordinate, facilitate and supervise all activities within the program including advisory committee meetings
- Communicate regularly and establish and maintain working relationships effectively as part of a team with all student stakeholders, including administrators, parents, support staff, and other teachers

2. Administrative Responsibilities:

- Must ensure 100% program compliance with all standards and guidelines set forth by state and national accrediting bodies and regulatory agencies
- Maintain student records and conduct regular placement follow-ups after graduation
- Collaborate with district and post-secondary educators and industry partners to integrate current industry and academic standards within curriculum development
- Assist in recruitment and prepare students for employment or advancement
- Evaluate student skill competencies and job readiness
- Ensure all publications and advertising, electronic and hard copy, are accurate and updated
- Effectively use a computer to communicate via email, navigate and run tasks using the student information system, input grades and take attendance, correspond with students and create Microsoft documents (Word, Excel, PowerPoint, etc.) and related programs in the Google Suite

3. Instructional Support:

- Prepare students to meet the state requirements to apply for and pass the state medical assistant certification exam through the California Certifying Board for Medical Assistants (CCBMA)

4. Clinical Externship Coordinator:

- Communicate regularly with clinical externship sites, maintain current clinical externship sites, affiliation agreements, and required documentation, and develop new sites as required
- Coordinate and ensure timely placement of students at clinical externship sites, conduct orientations, and provide students with necessary documentation and information for sites
- Monitor, evaluate, and report student progress and attendance
- Conduct regular site visits and support other CNA Instructors as needed on-site during clinical externship.
- Communicate regularly with program staff and site and district administrators.
- Attend quarterly externship coordinator meetings as scheduled

5. Performs other duties as assigned.

REQUIREMENTS

WORK YEAR:	Certificated teacher work calendar
CREDENTIAL*:	Valid California Designated Subjects CTE Health Science & Medical Technology Teaching Credential in the K12-Adult Setting (The instructor is responsible for maintaining proper and correct credentials.)
EDUCATION*:	High School Diploma or equivalent (Required) A Medical Assistant certificate from an accredited school (Preferred)
EXPERIENCE*:	Three years of successful teaching experience (Preferred)
SALARY:	Certificated teacher salary schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
SELECTION:	Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
ASSIGNMENT PROCEDURES:	Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
PHYSICAL DEMANDS:	Frequent district-wide and occasional statewide travel

*As defined by the Medical Board of California