

<b>Job Title:</b>	<b>Medical Careers Instructor</b>		
<b>Position Type:</b>	Full Time 1.0 FTE	<b>Days/Hours:</b>	M-F/ 8:00am-4:00pm
<b>Annual Benefits?</b>	\$12,621.16	<b>Work Year:</b>	185 days (continuous employment)
<b>Driver License Required?</b>	Yes	<b>Degree Required?</b>	Bachelor's Degree desired
<b>Level/Salary Range:</b>	\$78,841.93-\$111,902.26	<b>Job Category:</b>	Certificated
<b>HR Contact:</b>	Mercedes Henderson	<b>Location:</b>	Hayward Center
<b>Contact Telephone:</b>	510-293-2916	<b>Date posted:</b>	November 4, 2024
<b>Website:</b>	www.edenrop.org	<b>Posting Expires:</b>	November 19, 2024 at 12:00pm (noon)

**YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.**

<https://www.edenrop.org/careers>

**Fax:**

(510) 293-8225

**Email:**

mhenderson@edenrop.org

**Attention:**

Mercedes Henderson,  
Human Resources Administrator

**Mail:**

Mercedes Henderson, Human Resources Administrator  
Eden Area Regional Occupational Program  
26316 Hesperian Blvd.  
Hayward, CA 94545

**Job Description**

**Knowledge of:**

- Proficient with all Microsoft applications to manage daily tasks, specifically Microsoft Word, Excel, Outlook and PowerPoint
- Current Medical Assisting (Administrative & Clinical) concepts and skills
- Basic teaching strategies and classroom management
- Basic Knowledge of Anatomy & Physiology, Administrative Medical Assisting Skills, Nutrition, Medical Terminology, Medical Law & Ethics, and HIPAA
- Communication, Professionalism, Career Exploration/Specialties

**Ability to:**

- Develop curriculum that engages and supports all students in the learning process
- Align curriculum to academic standards as appropriate so students see the relevance between career technical and academic standards
- Able to organize subject matter for student learning
- Report grades and attendance by due date
- Instruct and prepare students for entry-level jobs or continued education in the Health Careers industry
- Prepare students for internship, assess ability to determine student eligibility to work in a medical office setting (professionalism, site requirements, etc.) and provide student supervision at work sites
- Develop an ongoing Industry Advisory Committee
- Responsible for all aspects of student supervision, motivation and program compliance
- Responsible for classroom management
- Create and maintain effective environments for student learning
- Able to plan instruction and design learning experiences supportive of all students
- Continue professional development in specific subject matter as well as teaching profession
- Establish a system that shows pupil progress toward established standards.
- Adhere to established course outline
- Create teaching materials, tests, presentations, etc. based on course outline objectives
- Work collaboratively and respectfully with all members of the Medical Careers Program
- Keep appropriate records, make reports as required according to timelines.
- Participate in in-service activities, meetings and staff conferences.
- Maintain supervision of all community classrooms, cooperative vocational education components, school to career, field trips, job shadowing, etc.
- Ability to follow course outline & teach all areas of front and back-office curriculum
- Teach skills- lab and clinical rotations at a variety of times and locations in response to program needs

- Ensure students are practice ready and meeting all state regulations for certification prior to end of program
- Make continuous efforts to improve quality of instruction by reviewing and utilizing different and innovative methodologies / techniques in teaching
- Continually seek out educational opportunities for students in the clinical setting that will enhance their learning experience
- Update and maintain student files as they relate to clinical requirements, immunizations, and educational requirements.
- Complete ongoing evaluations of students to measure their progress in achieving curriculum and course objectives.
- Maintain student records of attendance, grades, and assist with program data collection, and skills check lists as required by state regulations.
- Submit required program reports and forms to Educational Services Administrator in a timely manner

**Education/Experience:**

- Valid California driver license & private transportation required
- Bachelor's Degree desired
- Possess or qualify for a valid California Career Technical teaching credential in Medical or related field  
**(See next bullet for qualification requirements)**
- **To qualify for a valid California Career Technical teaching credential**, you must have a minimum of three (3) years work experience in the Medical field, one (1) of which must have been within the last three (3) years. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid.

**Accredited by the Schools Commission of the Western Association of Schools and Colleges**

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office

**The EAROP Core Values**

Equitable Accessible Restorative Outcomes Professional