

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

**CAREER TECHNICAL EDUCATION (CTE) INSTRUCTOR,
MEDICAL ASSISTING, CLINICAL**

General Purpose:

A Career Technical Instructor, Medical Assisting, Clinical, is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The primary function of this position is to provide instruction to high school students and adults in the area of clinical medical assisting and to assist students in developing the knowledge and skills necessary for clinical medical assisting careers.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Prepares students for entry-level employment, advanced training or career advancement following California Department of Education (CDE) certified curriculum, and adopted Career Technical Education (CTE) standards.
- Develops and implements lessons to teach skills required for students to master medical assisting career competencies such as: medical ethics, medical terminology, medical office skills, clinical principles (Scope of Practice), procedural assisting skills, laboratory procedural skills, pharmacology and medication administration, assisting with surgical procedures and venipuncture procedures, understanding of anatomy, physiology, the disease process, patient care, and the use of electronic health records.
- Provides group and individual instruction using effective teaching strategies, instructional materials and equipment, in all educational modalities.
- Evaluates student medical assisting competencies and maintains accurate student records.
- Creates an environment that supports learning following the approved classroom management plan.
- Maintains classroom in neat, safe, and secure condition.
- Develops training sites for students, places and supervises students, and maintains relationships with training site supervisors.
- Assists with follow-up survey of students who complete programs.
- Submits, accurately and punctually, all required paperwork.
- Holds a minimum of one advisory committee meeting annually.
- Submits a preliminary budget and monitors expenditures.
- Develops and maintains good communication with the CTE and Placer County Office of Education (PCOE) staff, school district staff, business community, and collaborating agencies.
- Assists in recruitment of students and marketing of program.
- Attends all required meetings.
- Promotes and develops leadership opportunities for students through Career Technical Student organizations.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education

- High School diploma or equivalent.

Experience:

Minimum experience must be at the level described below, which is the current qualifying experience to obtain a California Career Technical Education Teaching Credential:

- In order to qualify to obtain a California Designated Subjects Career Technical Education Teaching Credential, non-credentialed applicants must be prepared to verify three years of work experience directly related to the subject named on the credential. One year shall equal a minimum of 1,000 clock hours and the experience may be either full or part time, or paid or unpaid.
- At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential. For the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1000 clock hours:
 - Work experience
 - College-level related course work
 - Non-college related course work
 - Occupational internship
 - Vocational teaching experience

Knowledge, Skills and Abilities:

- Knowledge of medical assisting careers.
- Knowledge of medical terminology.
- Knowledge of current teaching strategies and learning modalities.
- Knowledge of educational technology and its classroom applications.
- Ability to organize environment and instruction to facilitate learning.
- Ability to write lesson plans for individual and group instruction.
- Ability to use diverse teaching strategies to meet students' learning styles.
- Ability to develop local partnerships with businesses for students' on-the-job, non-paid experience if appropriate.
- Ability to follow CTE policies and procedures, including maintaining student and other required records.

Required Testing:

- CBEST or passing score on the PCOE Proficiency Exam

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid First Aid and Basic Life Support (BLS)/CPR Healthcare Provider certification.
- A Medical Assistant certificate from an accredited school is preferred.
- Possession of or eligible for a valid California Designated Subjects Career Technical Education Credential with specialization in the appropriate subject area for teaching assignment. Instructor is responsible for maintaining proper and correct credential.
- Authorization to English Language Learners or the ability to obtain an emergency permit or waiver.

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

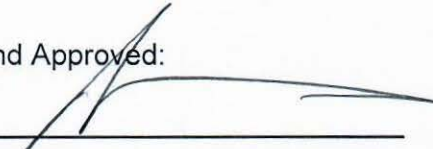

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience.

Reviewed and Approved:
Supervisor:  Date: 5-9-18
Human Resources:  Date: 5/9/18