

POSITION TITLE: Medical Assistant Teacher

This position is for the 2018-19 school year. Teaches course content for Medical Assistant to high school students enrolled at the Amelia-Nottoway Technical Center. Work is performed at the professional level within specific instructional program guidelines.

Teacher Contract = 200 Day Contract

Essential Job Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Plans and delivers appropriate curriculum content to students.
- Develop course syllabus, teaching materials, activities, and handouts for each section/course taught;
- Plans, teaches and assesses student work.
- Assesses students' learning on an ongoing basis and alters instruction to meet group/individual needs.
- Maintain accurate student records.
- Uses the curriculum of the district to plan daily instructional activities.
- Maintains order within the classroom setting in accordance with division guidelines regarding student behavior management.
- Supervises students in non-classroom time (before school, after school, student activities, fire drills).
- Collaborates with other faculty in planning and delivering instruction to students.
- Communicates regularly with parents.
- Ensures compliance with existing applicable federal and state statutes and local policies, regulations and guidelines related to public schools.
- Ensures that all reports and requested information are submitted promptly and accurately.
- Research and maintain currency in the related areas of expertise through professional development activities.
- Demonstrates commitment to improving professional competence.
- Utilize technology and innovative techniques for instruction.
- Organizes and facilitates a program advisory committee composed of members from the medical assistant field; conducts meetings to provide support and guidance on how to enhance the quality of the program.
- Interacts with local employers to facilitate student employment, develop student work plans that relate to the curriculum and meet employer needs, and evaluate students at their job sites, utilizing employer feedback on each working student's job performance.
- Serves as a sponsor for Skills USA, which includes fundraising activities, setting up and running skills contests, and accompanying and supervising students at youth organization activities.
- Performs other related duties as assigned.

Qualifications:

Considerable knowledge of: Occupational Safety and Health Association (OSHA) standards for general safety; elements, roles, and historical bases of the medical assistant; Knowledge of the concepts, principles and methodologies of instruction as well as general knowledge of academic curriculum for assigned classes. Demonstrated ability to develop instructional goals to design and deliver instruction and to assess students' learning. Demonstrated ability to communicate with others effectively, both orally and in writing. Demonstrated ability in decision making, problem analysis, conflict resolution, interpersonal relationships, and planning.

Requirements:

- Minimum of 18 years of age.
- Must have or be eligible for Virginia Technical Professional license with appropriate endorsement.
- Must have a minimum of 5 years as a full time professional in the medical assistant field.