

**EAST VALLEY INSTITUTE OF TECHNOLOGY  
JOB DESCRIPTION**

**JOB TITLE:** Medical Assistant Instructor

**DIVISION:** School                      **STATUS:** Full-Time/Exempt

**DEPARTMENT:** Instruction              **TERM:** 10 months

**GENERAL PURPOSE:** Under general supervision the Medical Assistant Instructor will perform a variety of routine duties. To teach Medical Assistant to students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities in the classroom and in the lab using a variety of teaching methods such as lectures and demonstrations and using audiovisual and technological aids to supplement the presentations. Supervises MA students at Clinical sites.

**SUPERVISION RECEIVED:** The Medical Assistant Instructor will be assigned to one of the three teams established and will be directly supervised by a Team Leader.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES:**

- ◆ Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State and Federal initiatives; meets State and local academic and career tech performance measures and competencies.
- ◆ Develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed. Promotes non-traditional student career choices.
- ◆ Organizes program of practical and technical instruction, including demonstrations of skills required in the medical assistant profession, and lectures on theory, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed.
- ◆ Instructs students in subject areas, i.e., use, maintenance, and the safe operation of tools and equipment, codes or regulations related to the health medical assistant program.
- ◆ Instruct students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in hospitals or other health care related facilities.

- ◆ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures; ensures preventive maintenance program for equipment is in place.
- ◆ Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- ◆ Keeps records of daily attendance and student progress; reports to supervisor and the registration office per requirements of the District, school, and ADE.
- ◆ Confers with team leader, team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- ◆ Designs with team leader, team members, and special education liaisons special help programs for low achievers and special populations encouraging parent-teacher cooperation.
- ◆ Attends Individual Education planning (IEP) meetings
- ◆ Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time. .
- ◆ Assists students, individually or groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions and may initiate study groups in preparation for exams. Integrates technology throughout the curriculum.
- ◆ Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- ◆ Maintains a clean and orderly classroom and lab area; ensures that waste and byproducts are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- ◆ Assists students to develop and implement effective study skills, practices and techniques.
- ◆ Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- ◆ Responsible for placing medical assistant students in clinicals and internships; (job-shadowing experiences will be included as instructor determines appropriate).

- ◆ Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.
- ◆ Develops and maintains the required data for accreditation of the medical assistant program.
- ◆ Ensures confidentiality of all program records and student information.
- ◆ Develops a strong understanding of school policies and procedures, ADE requirements, etc.; upholds requirements and policies of the District.
- ◆ Develops and maintains an active program advisory committee; provides documentation of meetings, i.e., attendance reports and minutes of each meeting.
- ◆ Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- ◆ Establishes effective and cooperative working relationships with EVIT staff while monitoring student progress.
- ◆ Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.
- ◆ Participates in Career Ladder and school committees as determined annually.

**MINIMUM QUALIFICATIONS:**

- ◆ Medical Assistant certification preferred
- ◆ Minimum of three years working as a medical assistant and clinical experience with the supervision of certified medical assistants
- ◆ Bachelor's degree in a related field
- ◆ ***OR***
- ◆ 6,000 clock hours of verified occupational experience in health careers occupations;  
***AND***
- ◆ Arizona Department of Education secondary or vocational certification in the area of instruction.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to work with youth (16-17 years old) and young adults (18-21 years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

**WORKING CONDITIONS:**

- ◆ The employee hired for this position will work a basic 40-hour workweek. Hours are typically 7:30 a.m. – 3:30 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, Tech Fests, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch. Instructional planning periods and scheduled meeting times is available between the hours of 10:35 a.m. – 11:25 a.m. and 2:35 p.m. – 3:30 p.m.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.

- ◆ This position is eligible for paid Federal, State, and District approved holidays during the 10 –month working period.
- ◆ Classroom and lab area will be provided for the Medical Assistant Instructor, where students may work with the teacher individually or in-groups. A desk, computer workstation, a printer, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

**I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date