



TITLE: MEDICAL ASSISTANT INSTRUCTOR

SUPERVISOR: DIRECTOR OF EDUCATION

DEPARTMENT: EDUCATION

PRIMARY OBJECTIVE: To train students for employment by developing skills in those areas in which the instructor is qualified to teach. The philosophy of Alaska Career College requires that such training be conducted in a professional manner to meet the needs of the student and the employer.

EDUCATION AND TRAINING: A minimum of 36 months experience as a Medical Assistant or Licensed Practical Nurse (no exceptions) Practical experience as an adult instructor/educator/presenter is also desirable.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Train students by developing skills in those areas in which the instructor is qualified to teach according to approved course syllabus.
- Prepare and submit course lesson plans to accomplish the course objectives in accordance with the objectives listed on the syllabus.
- Maintain current knowledge of the industry world through visits to local business firms, membership in professional organizations, and reading of current professional periodicals; incorporate this knowledge into the student training process. Attend job-related seminars and workshops.
- At the beginning of each term, provide a copy of the course syllabus and a syllabus addendum to each student in Accordance with school policies.
- Encourage students to seek the instructor's help and work willingly and tactfully with those students experiencing difficulty in mastery of subjects taught.
- Recognize differences in learning ability in individual students and assist in developing techniques to help them reach their potential.
- Relate to students in a fair, courteous, and professional manner. Encourage students to possess a professional business attitude, professional physically and mentally.
- Use appropriate testing programs to demonstrate to both the student and instructor the progress being made. Maintain consistency and fairness in grading and evaluation procedures.
- Assist the Director of Education in the evaluation of subjects taught to include the revision of course outlines, selection of textbooks and other teaching aids, and development of curricula as needed
- Make use of approved textbooks and augment the material with pertinent examples and exercises that have practical applications.
- Complete reports as required by the Dean in an accurate and timely manner. Attend faculty, staff and in-service meetings as required. Attend commencement exercises and other related school functions.
- Participate in appropriate professional development activities as determined by the Dean.
- Perform other related duties as assigned by the Director of Education

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Translate concepts and information into images; demonstrates attention to detail, identify and resolve problems in a timely manner, share expertise with others, manage difficult or emotional customer situations, respond to requests for service and assistance, maintain confidentiality, speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills, exhibit objectivity and openness to others' views, give and welcome feedback, support everyone's efforts to succeed, able to read and interpret written information, inspire and motivate others to perform well, display passion and optimism, complete administrative tasks correctly and on time, ensure work responsibilities are covered when absent, ask for and offer help when needed, exhibit sound and accurate judgment, treat others with respect and consideration, and uphold organizational values.
- Language Ability: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Math Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Reasoning Ability: Ability to apply common sense understanding to carry out detailed but straightforward written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Computer Skills: To perform this job successfully, an individual should have working knowledge of Microsoft Word, Excel and research Internet software.
- Work Environment and Physical Demands: The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The noise level in the work environment is usually moderate.