

# JOB DESCRIPTION



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**Position Title:** Instructor/Program Coordinator Medical Assistant

**Division:** Nursing and Allied Health

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based at the Downtown Center

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** Faculty

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**Position Summary:** The Instructor/ Program Coordinator Medical Assistant is responsible for providing instruction in the medical assistant didactic, clinical labs, and for the coordination of the externships for program students, utilizing diverse and participative instructional strategies, for adhering to the standardized curriculum and lesson plans, inspiring and motivating students by effective role modeling with sensitivity to student needs and the ability to identify appropriate resources to support student successes and achievement.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:  
Coordinates the Medical Assistant program

Teaches assigned medical assistant courses, generally 9.1 equated units per semester, and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains weekly office hours; participates in the assessment of student learning outcomes; establishes, maintains, and submits accurate student and instructional records in a timely manner

Prepares and plans adequately for effective classroom, laboratory and/or externship instruction, ensuring that the lesson plan and presentation strategies are well prepared - assured the learning environment is optimal and the instructional materials are in proper working order

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for medical assistant courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Medical Assistant certificate program; integrates knowledge of industry trends and professional training to continuously improve program quality

Follows the standardized curriculum, focusing on the unit objectives or laboratory proficiencies; communicates appropriately with the program director regarding any curriculum or lesson plan

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Demonstrates appropriate presentation/speaking skills including the introduction of a wide diversity of instructional strategies encouraging active student participation; demonstrates appropriate use of written reference materials as well as audiovisual and other instructional aids; utilizes diverse questioning strategies to determine depth and range of student understanding

Maintains administrative records in a well-organized, accurate and timely manner, including attendance, academic proficiency evaluations, curriculum, etc.

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in Nursing or an Allied Health Field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

AND

Three years' related, full-time, professional experience

OR

Associate's degree in Nursing or an Allied Health Field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

AND

Five years' related, full-time, professional experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

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Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Ability to teach the didactic portion of the curriculum utilizing either ITV and/or a web based modality

## **Preferred Qualifications:**

Two years' medical office experience

Three years' clinical experience and teaching experience

**Work Environment:** Work is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom, laboratory, office or online setting, with appropriate climate controls. Evening or weekend work may be required

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Dean of Nursing and Allied Health

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.