

**Job Title: *Medical Assistant Instructor***

**Summary:**

A Medical Assistant Instructor helps students learn the skills needed to obtain a Medical Assistant Certification. The Instructor generally works in a classroom to teach a curriculum that coincides with national and state requirements, as well as institutional policies. A Instructor must be innovative, as well as able to edit their curriculum in response to their own observations and input from students and faculty members. The Instructor needs to ensure that students understand the learning materials, and if they are not, decide what needs to be reviewed or clarified to ensure student success.

**Duties & Responsibilities:**

* Competent in Medical Assistant duties for ability to demonstrate and teach
* Provide supply list for purchase to the Purchase Manager, as needed
* Record and report student grades accurately and submit final grades at the end of each term
* Record student attendance and report accurately to designated facility contact
* Implement and evaluate daily lesson plans for students to include scheduled activities and hands on training
* Evaluate the performance of each student regarding achievements in curriculum and activities and make necessary provisions to meet learning needs
* Deliver pre-planned instructional material to achieve specific objectives based upon student need and established curriculum
* Attend faculty meetings following provided schedule of meeting hours
* Medical Assistant fill-in may be required during school breaks determined by need and assigned by your manager

**Competencies: To perform the job successfully, an individual should demonstrate the following:**

* Works well independently and in group settings
* Interpersonal skills; Focuses on solving conflict, not blaming. Listens to others without interrupting. Keeps emotions under control; remains open to others’ ideas and tries new things
* Project Management; develops project plans, coordinates project’s, communicates changes and progress, completes projects on time and budget, manages project team activities
* Organizational Support; follows policies and procedures.
* Planning/Organizing; Prioritizes and plans work activities, uses time efficiently, plans for additional resources
* Quality; Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality
* Oral Communication; speaks clearly and persuasively in positive and negative situations; responds to well to others, participates in meetings
* Dependability; follows instructions, responds well to management direction; takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan
* Initiative; volunteers readily; asks for others help when needed
* Eagerness to learn and ability to learn in a fast-past, multitasking environment
* Problem Solving; Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully; develops alternative solutions

**Job Requirements:**

* High School Diploma or equivalent
* Minimum of 3 years Medical Assistant experience
* Strong interpersonal skills; people oriented; friendly and upbeat
* Strong ability to adapt to the ever-changing needs of the students
* Excellent verbal and written communication skills
* Commitment to excellence and high standards
* Versatility, Flexibility and a willingness to work within constantly changing priorities with enthusiasm

**Work Environment:**

* Standing for long period of time may be required
* While performing the duties of this job, you are regularly required to stand, sit, walk; use hands to demonstrate, write, type, reach with hands and arms and talk or hear.

**Position Type and expected Hours of Work:**

This is a full-time position. Typically works in a classroom setting but may be assigned Remote Learning or Hybrid as assigned by facility Executive Director. Primarily during regular school hours with occasional evening availability required for meetings and conferences. May be required to report to clinic on school breaks and will be required to be available for regular operating hours as assigned by manager.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

**Manager: Date:**

Employee signature below constitutes employees understanding of the requirements, essential functions and duties of this position.

**Employee: Date:**