



Job Description

POSITION TITLE: Medical Office Careers Vocational Instructor #1040
Regional Occupational Center/Programs

SALARY PLACEMENT: ROC/P Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a California Designated Subject Vocational Teaching Credential authorizing instruction in Medical Office Careers. To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required experience shall be within the three years immediately preceding the issuance of the credential.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Education or training in job seeking and communicative skills.

DESIRABLE EXPERIENCE:

Experience or training working with youth and adults as a volunteer or in paid situation. It would be helpful to have experience in developing contacts with employers and providing leadership for committees and projects.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possession of a valid California Designated Subjects Teaching Credential. Employee in this class are required to have special expertise applicable to the educational program(s) assigned. Specific knowledge of: medical terminology, insurance and liability, ethics, bookkeeping, office management, clinical procedures and equipment used in each area. Conduct laboratory course work in the areas of 12-lead EKG, phlebotomy, and other medical procedures. Knowledge of: procedures, computerized instruction, appropriate teaching strategies, classroom management, and assessment techniques.

Ability to: follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to supervise students in community classroom; operate audio-visual and other instructional equipment; and develop and manage a program budget. Demonstrate proficiency in teaching skills related to Medical Office Careers; and teach job seeking skills including resume writing and interviewing techniques.

SUMMARY OF POSITION:

Under direction of the Director of the Regional Occupational Program, the instructor is responsible for instruction and training in skills that will prepare the student for entry level employment in Medical Office Careers. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals. Performs other work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.
2. Annually prepare and submit a course of study including program objectives, student performance objectives and daily lesson plans.
3. Annually prepare and submit a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget.
4. Develop "in the community" training sites for students including a contractual agreement between the community agency and the Regional Occupational Program and a statement of the student performance objectives to be achieved while at the training site.
5. Provide immediate supervision to all students while they are at community training sites.
6. Submit a report at the completion or termination of a student's training of the total number of hours of training the student received and the related skills achieved.
7. Assist in student placement activities.
8. Submit all forms and information needed for attendance accounting and grade reporting.
9. Establish an advisory committee which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year.
10. Attend staff meetings and other meetings as required by the Director.
11. Perform other related duties as requested by the Director.
12. Observe the administrative policies for credentialed personnel as set forth by the guiding administrator.
13. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.