
Job Title	Instructor
PVN ID	LA-1807-002616
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education Division
Status	Part Time
Hourly Rate	\$50.00
Hour(s) a Week	0.00-16.00
Closing Date	Sep 19, 2018 (Or Until Filled)

General Description

Overview of Position:

The CCMA Instructor will teach the medical assistant training portion of the Bilingual Medical Assistant Training Program, including the following modules: Medical Terminology, Anatomy and Physiology, Today's Medical Assistant, Medical Office, EKG, Phlebotomy, and Clinical Procedures. The Bilingual Medical Assistant Training Program prepares English language learners to become culturally competent certified clinical medical assistants through a combination of advanced English language education and enhanced clinical medical assistant training, including core competencies such as patient-centeredness, communication, and teamwork, among others, as well as clinical and administrative skills, and a 100 hour internship.

Principal Responsibilities:

- Provide instruction in both theory and skills following the Program curriculum and syllabi for clinical medical assistant.
- Follow NHA guidelines and all College and University policies and procedures.
- Prepare, administer, and grade all examinations and assignments.
- Assess students for content mastery and skills proficiency.
- Supervise lab skills instructors (2) per skills session.
- Maintain all appropriate safety and hygiene standards.
- Participate in regular team meetings.
- Collaborate with ESOL faculty, career services personnel, the case manager, and administrators to ensure student success.
- Maintain student grade and attendance records and other data as needed.
- Provide a safe learning environment for students.
- Recommend instructional materials, supplies, and equipment needed for classes.
- Provide students with information regarding Program policies, course requirements, grade determination, testing, GPA, academic and attendance warnings, and assignments.

- Prepare and implements, with the case manager, remediation plans for students who require these.
- Prepares reports as required.

Weekly schedule

Monday & Wednesday evenings 6-10pm + Saturdays all day 9am-5pm (except holidays)

OR

Tuesday & Thursday evenings 6-10pm + Saturdays all day 9am-5pm (except holidays)

October 2018 - April 2019

Other Duties

Qualifications

- National CCMA certification or higher level of medical licensing such as MA, MD, DO. RN, other
- 2 years experience in the medical field
- 2 years teaching experience in healthcare or the sciences
- Knowledge of medical assistant theory, practice, and trends
- Knowledge of adult learning theory and methodologies
- Excellent interpersonal skills, excellent communication skills in English
- Excellent medical assistant skills, especially phlebotomy, EKG, and vital signs
- Bilingual a plus