



Human Resources & Legal Services

6700 Browns Lake Road

Jackson, MI 49201

517-768-5200

PLEASE POST

**INSTRUCTOR- MEDICAL ASSISTANT
ADULT CAREER ENRICHMENT PROGRAM
PART-TIME**

Date Posted: ~~April 16, 2021~~ Revised April 19, 2021
Closing Date: April 30, 2021 or Until Filled
Anticipated Start Date: May 10, 2021
Working Hours: Monday and Tuesday Evenings

Summary: Develop curriculum and lesson plans appropriate for adult learners learning the skills and knowledge required of a medical assistant.

Essential Duties and Responsibilities: *Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following (does not include all tasks employee may be expected to perform):*

1. Teaches the approved curriculum and assures that it is delivered.
2. Plans a program of study that meets the individual needs, interest and abilities of adult learners.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the adult students.
4. Teaches curriculum by using clear objectives.
5. Assesses the accomplishments of adult students on a regular basis and provides progress reports.
6. Maintains accurate, complete and correct records as required by law and district policy.
7. Regular and predictable in-person attendance is required for this position.
8. Maintains and cares for facilities, equipment and inventory; and notifies appropriate administration of the need for outside maintenance.

Supervisory Responsibilities: Supervises the adult students.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Education and Experience:

- Graduation from an accredited high school or equivalent.
- Minimum three years professional experience as a medical assistant or as a registered nurse in the health care field.
- Experience in teaching or employee training preferred.
- Technical knowledge and demonstrated ability in the health care field.

Language Skills: Ability to read, write and effectively present information.

Mathematical Skills: Ability to work with mathematical concepts, such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, staff and parents; skills in oral and written communication.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to lift and/or push up to 50 lbs. The employee is occasionally required to reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and depth perception.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud, and is acceptable to this particular environment.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Pay rate is \$29.00 per hour with no fringe benefits. This position is part-time and the working hours are on Monday and Tuesday evenings only.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL APRIL 30, 2021 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.