

## Instructor, Medical Assistant (Full time)

### Description:

**CBD College** has been providing quality education and training for over 32 years and is looking for a Full time **Medical Assistant Instructor**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

### SUMMARY:

Under the general supervision of the Medical Assistant Program Director, the instructor delivers class and/or clinical instruction according to an approved course syllabus using accepted and effective teaching methods; develops daily lesson plans; advises and tutors students; maintains current and accurate attendance and grade records; remains current in applicable program teaching fields; participates in faculty meetings, instructional seminars and two (2) in-service training sessions annually.

Participates in college activities such as faculty meetings, student functions, graduation exercises, open houses, new student orientations, and advisory board meetings.

*This is a Full time teaching position. To be scheduled either **Daytime Classes from 9am-1pm, Monday-Friday** or **Evening Classes from 5pm-10pm, Monday-Thursday***

### Qualifications:

- Must demonstrate training in educational methods, testing and evaluation and evidence strength in instructional methodology, delivery techniques as indicated by evaluation by supervisory personnel within 30 days of beginning instruction.
- High school graduate or equivalent required.
- Must be a graduate from a program accredited by an agency recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA) in the specialty field or subject area in which they teach AND must possess two (2) years of occupational (i.e. practical) experience in the subject field in which they teach;
- Must have a minimum of three (3) years of job-related training and experience.
- Must demonstrate training in educational methods, testing and evaluation and evidence strength in instructional methodology, delivery techniques as indicated by evaluation by supervisory personnel within 30 days of beginning instruction.
- Current CMA (AAMA) or RMA (AMT) credential required or must be obtained within six (6) months of hire date.
- Current CPR Card.
- Current Driver's License.
- Must have a minimum of one (1) year teaching experience in the subject areas taught or demonstrate prior training in instructional methodology and teaching skills.
- Faculty must be knowledgeable in course content, effective in directing and evaluating student learning and laboratory performance, and be prepared in educational theory and techniques.
- Experience with MS Office.

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.