

Program Director, 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 Program Director**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

Summary:

The Medical Assistant Program Director is directly responsible and accountable for students' attainment of educational goals and objectives as well as ensuring program compliance with all regulatory agencies and accrediting bodies. Other responsibilities include maintaining student retention goals; participating in curriculum planning, reviewing and implementation; staffing, training, and evaluating faculty and student performance; advising students.

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** position.

Job Functions:

- Coordinate and supervise all activities within program.
- Evaluate the performance of all staff and provide opportunity for improvement.
- Be responsible for the overall achievement, welfare and conduct of students within the program
- Monitor student progress.
- Select, assign, supervise and evaluate of certificated and classified employees.
- Develop and evaluate curriculum and program.
- Implement the principles and current trends in curriculum, staff development, essential elements of instruction and clinical supervision.
- Maintain regular attendance.
- Maintain confidentiality, unquestionable integrity.

Knowledge, Skills and Abilities:

- Ability to lead staff toward instructional improvement and conduct staff development sessions.
- Ability to establish and maintain effective working relationships with other administrators, employees, parents and members of the community.
- Ability to evaluate the instructional process.
- Possess qualities in shared decision-making skills.
- A background in appropriate level of the organization (vocational).
- Commitment to innovation and creativity.
- Experience with a school-wide discipline program.

- Experience with a diverse student population.
- A background in computer technology.
- Knowledge and prior application or experience in improving academic and vocational achievement.

Minimum Requirements:

- Bachelor's degree from an accredited institution or 3 years of experience within the last 5 years, or 3 years of teaching in the field of Medical Assistant.
- Three years of administrative or supervisory experience, preferred.
- Possession of a valid Medical Assistant credential.

Benefits and Compensation:

- CBD College offers excellent benefits and highly competitive compensation

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.