

## NEW MARKET SKILLS CENTER

### **JOB TITLE: MEDICAL ASSISTANT - TEACHER**

**JOB SUMMARY:** Plan, prepare and deliver a quality instructional program in cooperation with local industries leading to entry-level employment opportunities or further education in related occupations.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Plan and provide clear and intentional focused instruction using state and industry standards, subject matter content, and district curriculum.
- Recognize individual student learning needs and develop strategies to address those needs for the purpose of promoting individual achievement.
- Implement effective teaching practices for the purpose of facilitating achievement for each student.
- Use multiple student data elements for the purpose of assessing student progress, modifying instruction, and improving student learning.
- Communicate and collaborate with parents and school community for the purpose of fostering student success, achievement, and program success.
- Foster and manage a safe, positive learning environment for the purpose of promoting effective student behavior and success.
- Maintain and submit information/records including student progress.
- Attend and participate in various meetings including advisory committee meetings for the purpose of implementing program initiatives and addressing student needs.
- Actively seek consultation and advice from the Advisory Committee about prevailing practices, equipment and facilities necessary for maintaining up-to-date competencies and an up-to-date instructional program.
- Maintain a safe and positive learning environment using effective classroom management and discipline strategies.
- Organize, manage, and maintain the instructional facility, equipment, and resources.
- Work with related instructors in the high schools and at the community college to maintain program articulation, a good working relationship, and a positive Skills Center image.
- Implement and comply with district policies and procedures, building policies, and the Code of Professional Conduct.
- Maintain consistent attendance and conform to regular work hours specified under contract.
- Fulfill other duties as assigned by the supervisor.

### **JOB REQUIREMENTS; MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities** required to satisfactorily perform the functions of the job include:

- Minimum of three years' full-time, or equivalent, work experience in the industry.
- Knowledge of subject matter/course content and industry standards relevant to assignment.
- Knowledge of and skills in using effective instructional strategies and practices.
- Knowledge of and skills in using various formative and summative assessments.
- Ability to effectively address a wide range of academic and social needs including at-risk, cultural diversity, English language learners, and special education students.
- Skills in effective planning and implementation of lessons based upon state standards, subject matter content, and program curriculum reflective of current industry methods and practices.
- Skills in managing and promoting positive student behavior.
- Ability to work successfully with diverse learners providing access and opportunities for all students.
- Ability to effectively meet developmental needs of high school students.

- Ability to interact and collaborate positively and effectively with parents, students, staff, and administrators.
- Skills and ability to communicate effectively, both written and verbal, with diverse people, including racially, ethnically, and socioeconomically diverse communities.
- Ability to demonstrate cultural competencies with respect and value for all cultural heritages.
- Ability to identify and address personal, cultural, and institutional bias.
- Skills and abilities in organization, time management, and record keeping.
- Ability to operate technology devices and specific software programs.
- Ability to maintain confidentiality.
- Ability and commitment to strengthen job-related competencies.

**EDUCATION:**

- Valid Washington State Career-Technical Education Teaching certificate, or eligible to obtain.
- Current First-Aid/CPR card or ability to obtain.

**PREFERRED EDUCATION AND EXPERIENCE:**

- Prior teaching and/or supervisory experience preferred.
- Successful and recent experience as a high school teacher in subject area preferred.
- Second language or language acquisition background or abilities preferred.
- Student cultural and economic diversity experience preferred.