

Location:	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education Center (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal, SVCTE
Classification:	Contract Teacher, CTA Unit
Date Approved:	08/84
Dates Revised:	6/8/2016, 8/17/2016
Position Control:	141002, Salary Schedule 3, Range 1, Work Year 184 days

POSITION DESCRIPTION:

Under the direction of the Principal of Silicon Valley Career Technical Education (SVCTE), and with appropriate support, the teacher is responsible for instruction, training and career preparation that will prepare the student for entry level employment in the Medical Office Careers field and other Medical professions in the industry. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate with the goals of the program and for effectively using materials and equipment to meet these goals. Performs other related work as required. This is an exempt position.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Prepares and presents a course of study in medical Office careers, including program objectives, student performance objectives, skill sets and lesson plans
- Utilizes a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course
- Utilizes instructional strategies that enable all students to access and be successful with the course curriculum, including special needs students with Individualized Education Plans (IEPs) and §504 plans, English learners, and others; differentiate your instruction to accommodate the learning styles and needs of a diverse student population
- Utilizes multiple measures and methods to assess student learning
- Develops community training sites for students, including: contractual training agreements between community agencies/organizations and SVCTE; a statement of the student performance objectives to be achieved while at the training site; assisting students in finding placements at these community agencies/organizations; provisions for the immediate supervision of all students while at community training sites; provisions for (and collects data on) student assessment from internship/community classroom supervisor
- Establishes an Employee Advisory Board which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year
- Works with local community colleges to revise and update existing articulation agreements, and to develop new articulation agreements
- Participates in activities to promote SVCTE and the Medical Office Careers program, including community service projects
- Documents student academic, technical and employability skills development, including attendance, progress reports, performance and other related data; submits all information needed for attendance accounting and grade reporting
- Assists in the preparation of the program budget and is responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Attends staff meetings, professional development activities, and other meetings/events as required by administration and contractually stipulated
- Adheres to administrative policies for credentialed personnel as set forth by the Governing Board of Metropolitan Education District
- Establishes and maintains safety policies and procedures for classrooms and work sites
- Be in attendance on site as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Anatomy and Physiology, Human Biology
- Medical Terminology
- Weights & Measures
- Disease and Health, Nutrition
- Infection Control
- Basic Patient Care including vital signs
- Emergency Medical Care
- Public Health Issues
- Medical Office Procedures
- Patient Confidentiality/HIPPA
- Career options and pathway for students interested medical front office and other medical professions.
- Environmental Safety
- Medical Filing
- ICD 10 coding
- Medical Transcription

Ability to:

- Effectively teach Medical Office Careers
- Maintain effective discipline and order in classroom and work site environments
- Establish and maintain effective work relationships in the performance of required duties
- Identify the role of medical science and health careers in history and culture
- Safely and effectively operate a variety of equipment appropriate for the medical Office careers
- Accurately perform math that is applicable in the medical industry
- Effectively communicate with students, parents, staff members, community members, and others, in written and oral form
- Understand and interpret laws, ethics and regulations of the medical profession
- Be flexible and open to change
- Prepare daily lesson plans for a 3-hour class

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

- Medical office careers or other health industry sectors, including current industry trends, methodology and practices



MINIMUM QUALIFICATIONS (continued):

Experience:

- A minimum of three years of work experience in positions in the medical technology sector
- Experience in a public secondary school setting where utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required
- Curriculum and instructional practices that enable all students to successfully access and learn the curriculum

Education and Credentials:

- High school diploma or equivalent required
- Possession of a valid California CTE (Career Technical Education) Credential, or willingness to enroll in CTE credential program upon hiring. (You must provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials)
- Bachelor's degree or higher, preferred
- Three (3) years of successful teaching experience, preferably in Career Technical Education (CTE) and/or Regional Occupational Programs (ROP) and/or health sciences and medical technology related fields, preferred
- Successful experience supervising students engaged in internships and other community classroom activities, preferred

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature