

PALM SPRINGS UNIFIED SCHOOL DISTRICT
Palm Springs, California

**CAREER TECHNICAL EDUCATION (CTE)
MEDICAL TERMINOLOGY, MEDICAL FRONT OFFICE,
FIRST RESPONDER INSTRUCTOR
(ROP funded program)**

PRIMARY FUNCTION:

The instructor will have the immediate responsibility for the development, implementation, management, and teaching of a curriculum that will qualify students for entry-level employment as a clerical assistant to a physician. Students will learn basic and advanced medical terminology including prefixes, suffixes, root words, combining forms, special endings, plural forms, abbreviations, and symbols with emphasis on spelling, definition, usage, and punctuation.

DIRECTLY RESPONSIBLE TO: High School Principal

ASSIGNED RESPONSIBILITIES:

Knowledge is required to teach students the Medical Terminology, Medical Front Office, and First Responder Curriculum. This includes the history of medicine; community environmental control including microbial pathogens, communicable diseases and infection control; universal precautions imposed by OSHA and CDC; medical/surgical asepsis and universal precautions; classification of drugs; application of established triage procedures; coordination of patient information with other health care providers; ethical versus legal responsibilities; HIPPA/confidentiality issues; patient rights; professional telephone technique; understanding of office equipment use; medical records management; procedural and diagnostic coding including CPT, ICD-9, HCPCS; and preparation and maintenance.

Knowledge is required to teach students the skills necessary in an emergency to help sustain life and to minimize pain and the consequences of injury or sudden illness until professional medical help arrives, including recognizing the signs and symptoms of breathing emergencies, demonstrating how to provide rescue breathing and first aid for choking; identifying the major risk factors for cardiovascular disease and describe how to minimize them.

QUALIFICATIONS:

Five (5) years of work experience in the technical skills, trade, or vocations to be taught are required, and one (1) of the five (5) years of the required experience must be within the last three (3) years. Up to two (2) years of the required experience may be substituted (with additional approval) of related post high school education, apprenticeship program, or college preparation course work.

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High school diploma or equivalent required. Bachelor's degree desired. Passage of CBEST or Basic Skills Test required prior to employment.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain prior to employment, a valid California Designated Subjects Vocational Teaching Credential for the subject to be taught is required. (Refer to the Commission on Teacher Credentialing pamphlet for: Designated Subjects Vocational Teaching Credentials). CTEL certification or EL equivalent such as CLAD, BCLAD, or SDAIE must be completed during the first two years of employment in this position. Applicants must provide copies of credentials as required for the position or provide evidence of qualifying for required credential with your application materials. Additional certifications from the Red Cross are required to teach First Responder.

SUPERVISOR: Site Administrator

OVERTIME STATUS: Eligible

BARGAINING UNIT STATUS: Palm Springs Teachers Association

EVALUATION: Performance of this job will be evaluated in accordance with Provisions of the Collective Bargaining Agreement with Palm Springs Unified School District and the Palm Springs Teachers Association.

**REGULATION
APPROVED:
08/07/09**

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