

Ventura Adult and Continuing Education
Ventura Unified School District

Position:

Medical Back Office Instructor-Adult Education; 215 days per year; Full-Time 40 hours per week; 100% benefits; \$37.72 per hour

About Ventura Adult and Continuing Education (VACE):

Ventura Adult and Continuing Education is a division of Ventura Unified School District and is a not-for-profit career technical education campus that has been training people in the Ventura County area since 1968. VACE's premium career technical education (CTE) training programs are accredited by both the Western Association of Schools and Colleges and the Council on Occupational Education. Our competency-based, open-entry/open-exit CTE program has been recognized by America 2000 as 1 of 11 outstanding adult training programs in the United States. In addition, VACE is one of the few adult education schools to be authorized to offer Federal financial aid to students. The programs have low student to teacher ratios, with highly qualified and credentialed instructors providing both in-person and hybrid instruction.

Job Description:

Under the direction of the Director/Principal of VACE, provide instruction both online and on campus to students in the Back Office Medical Assistant program. Teach one-on-one and in small groups. Monitor and assess student performance, grade student work and tests, and develop curriculum.

Evaluate, counsel, and instruct adult students in an open- entry/open-exit program. Assist students in gaining proficiency in all aspects of medical back office procedures.

Qualifications:

- 5 years of experience working as an RN, LVN, nurse practitioner, physician's assistant or medical assistant. Or... a bachelor's degree with at least 3 years of experience working in the field
- Must possess or have the ability to qualify for an Adult Education Designated Subjects Vocational Education credential in Health Occupations.
- Experience teaching multi-level vocational classes preferred.
- Training and/or experience in the following: Individualized instruction, competency-based education, curriculum development, student counseling, and the use of student contracts.
- Possession of the academic background and interpersonal skills necessary to meet the diverse needs of adult students.
- Working knowledge of keyboarding, word processing, computer operating system, email and internet research, and Google Forms.
- Ability to teach basic medical terminology, anatomy/physiology, medical systems, exam procedures, pharmacology, clinical lab techniques, medical law/ethics, medical therapy procedures, CPR, standard first aid, venipuncture, and medical insurance billing.
- Ability to teach skills in related allied health care fields (C.N.A., pharmacy technician, and phlebotomy) preferred.
- Bilingual ability in Spanish preferred.
- Ability to be a team player

Additional job responsibilities of instructor:

- Online training
- Ability to utilize a learning management system (LMS) such as Canvas.
- Ability to use effective critical thinking, problem solving and decision-making skills.
- Maintain accurate and complete student records as required by law, district policy, and administrative regulations
- Prepare, administer, and grade tests and assignments to evaluate students' progress
- Prepare progress reports on students and classroom activities