



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Medical Assistant Instructor/Secondary Health Careers Instructor
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	8448
<b>Reports to:</b>	Principal
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

SLPS is seeking talented Educators with a broad base of knowledge in curriculum and pedagogy. In this position, Teachers are expected to plan, organize, and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates Teachers who are committed and who have a passion for their work. Provides students with a program of study that teaches health occupational specific skills, develops employability skills, and reinforces academic skills.

**Essential Functions:**

- The Health Science teacher will supervise, facilitate, and moderate classroom discussions and instructional activities
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations, or assign this work to others
- Prepare and deliver lectures and or assignments to students on topics such as criminal law, defensive policing, and investigation techniques
- Prepare course materials such as syllabi, homework assignments, and handouts
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
- Maintain student attendance, grades, and other required records
- Advise students on academic and vocational curricula, and on career issues
- Evaluates and recommends instructional aids, textbooks, and equipment
- The instructor will be the primary instructor for students to become certified as a Medical Assistant
- Assist in teaching CPR and First Aid and other programs
- Maintain liaison with local hospitals, Long term care facilities and medical clinics
- Participate in demonstrations, extra-curricular activities, community awareness/education programs, parades, recruiting events and other activities to further the program and school
- Attend conferences, workshops, training programs, etc. to maintain currency/certifications
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes, and interests
- Teaches and enforces safety policies and practices required by federal and state laws, the school district, and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences



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- Creates, attends, and participates in Advisory Committee meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- Identifies senior student internship sites and supervises student placement
- As part of the program evaluation process, maintains a Program Improvement Plan
- Performs other duties and responsibilities as assigned
- Promotes student participation in Career and Technical Student Organizations (CTSOs)
- Performs other tasks as assigned

**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline, and student achievement
- Possess willingness to interact on a personal level with parents
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff, and parents in a variety of settings
- Develop trusting relationships with parents, teachers, and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs, and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities

**Experience:**

- Minimum 3 years of verified experience as a Medical Assistant
- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies (preferred)

**Education:**

- Certified or Registered Medical Assistant (required)
- Completed an accredited Medical Assistant Program (required)
- Missouri Teaching Certificate or be eligible for a Missouri Teaching Certificate
- Agree to complete all requirements leading to the issuance of a Missouri Career and Technical Education Teaching Certificate (district will apply for the candidate)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



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- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***