



SOUTHERN CALIFORNIA
REGIONAL
OCCUPATIONAL
CENTER

CERTIFICATED ANTICIPATED VACANCY:

Post: July 12, 2021

POSITION: MEDICAL ASSISTING MODULES INSTRUCTOR

SCHEDULE: PART-TIME / 2021– 2022 SCHOOL YEAR / Up to 18 Hours TBD, Monday - Thursday

BASIC FUNCTION:

Instruction is a one semester course designed to prepare students to obtain an entry-level position in a medical office. The course includes instruction in clinical skills such as vital signs, assisting with exams and with minor surgery, basic lab procedures, and performing EKGs, venipuncture, skin puncture, and injections. The administrative skills include receptionist duties, appointment scheduling, and managing patient records. The course consists of four clinical modules (446, 447, 448, 451), one administrative module (414) and an optional afternoon through early evening externship module (461).

The administrative module is offered in the daytime hours only. Upon completion of each module, students receive a course certificate. .

RESPONSIBILITIES:

- Perform the primary role of a leader of learning as assigned.
- Assist in integrating industry and academic standards within curriculum development.
- Provide group and individual instruction utilizing the most effective teaching strategies.
- Assist in recruitment and prepare students for employment or advancement.
- Evaluate student skill competencies and job readiness and maintain accurate student attendance records.
- Manage classroom in such a manner as to ensure an environment conducive to learning.
- Complete and deliver written records and reports as required.
- Participate actively in subject matter advisory committee.
- Keep abreast of current practices and training methods.
- Ability to relate to high-school-age-students and adults.
- Perform other job-related duties as required.

EXPERIENCE / TRAINING / QUALIFICATIONS:

Must have a Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching credential, or be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California.

Application processing assistance to obtain a Designated Subjects Career Technical Education Teaching Credential provided for a qualified eligible applicant not holding an appropriate credential.

On-line/hybrid teaching via Zoom and use of Google Classroom is mandatory.

Note: Potential candidates who are considered will be required to participate via a Zoom interview.

CONTACT:

SOUTHERN CALIFORNIA REGIONAL
OCCUPATIONAL CENTER (SoCal ROC)
2300 CRENSHAW BOULEVARD
TORRANCE, CA 90501

Attn: HR/ Position: **Medical Assisting Modules**

310) 224-4328 Fax: 310) 320-1029 www.socalroc.com



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Applicants must submit:

1. SoCal ROC Certificated Application

https://www.socalroc.com/administration/hr/applications/2018-03-28_CERT_EMPL_APP_REV-1011_TF_Master.pdf

2. Resume

3. Credentials, as applicable

4. Current licenses/certificates, as applicable

5. HS Diploma or Transcripts (Official transcripts required for credentialing)

Legible copy may be submitted at this time.

Should you be selected as a candidate for the position, originals transcripts will be mandatory.

6. Three – four letters of references within the last three (3) years

These may be sent under separate cover.

Application packets that are scanned or faxed must be submitted by mail.

If you are missing or waiting for a document, contact Linda Larson @ 310)224-4328 or LLarson@scroc.k12.ca.us and submit a note indicating the reason and the status.

Incomplete application packets may not be accepted.

In-house applicants to submit In-House Application and current resume.

SALARY RANGE: \$35.28 - \$42.88 per hour

Starting placement of salary based on education and work experience

Education stipend for a Masters or Doctorate degree; requires sealed official transcripts

CLOSING DATE: July 30, 2021

NOTE:

Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The Immigration Reform and Control Act of 1986 requires that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.

All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.