



Date Posted: November 29, 2018

Application Deadline: Until Filled

Career-technical education center is looking for a:

**PART-TIME ADULT EDUCATION
MEDICAL ASSISTING INSTRUCTOR (Evenings)**

Polaris Career Center is a public career-technical training center.
Our dynamic educational environment is committed to quality learning.

REPORTS TO: Adult Education Director

STARTING DATE: February 2019

SALARY: Appropriate step on adult education salary schedule

WORKWEEK/YEAR: Monday - Thursday, 4:00 PM - 10:00 PM - February through November
Program consists of 946 classroom hours per school year.

MINIMUM REQUIREMENTS:

- Minimum of three years of experience in healthcare, including experience in a physician's office/ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants
- CMA Certification
- Experience with Electronic Health Records
- Knowledgeable in course content, as evidenced by education and/or experience, effective in directing and evaluating student learning and laboratory performance
- Previous teaching experience
- Ability to develop curriculum
- Ability to work cooperatively with other educators to plan programming for students
- Ability to communicate effectively, orally and in writing
- Computer skills
- Ability to implement a program involving commitment to working with business/industry

DESIRABLE QUALIFICATIONS: • LPN/RN with current licensure in the State of Ohio

APPLY **ONLINE ONLY** TO: www.polaris.edu, attaching a resume and letter of interest addressed to:
Mr. Chris McCully, Assistant Superintendent.

DISCLAIMER: In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center's policy prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Assistant Superintendent, Title IX and Section 504 Coordinator, 440.891.7600.