



**Date Posted: May 10, 2021**

**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 premier career-technical training center. Our dynamic educational environment is committed to quality learning.

STARTING DATE: September 3, 2021

REPORTS TO: Director of Adult Education

SALARY: • Appropriate step on adult education salary schedule, commensurate with experience and education.

WORKWEEK/YEAR: • Monday - Thursday, 4:00 p.m. - 10:00 p.m., September through June.  
• Program consists of 946 classroom hours per school year.

REQUIREMENTS: • Minimum of three (3) years of experience in healthcare, including experience in a physician's office or ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants.  
• CMA or RMA Certification and CPT certification through NHA or ability to obtain.  
• Experience with Electronic Health Records.  
• Knowledgeable in course content, as evidenced by education and/or experience, effective in directing and evaluation 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 TO: Submit your resume and letter of interest to Human Resources and send to [HR@polaris.edu](mailto:HR@polaris.edu).

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 (including sexual orientation and gender identity), 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.