

Allied Health (Medical Assisting) Instructor
United Technical Center

Job Posting Number: 2324-02

Job Posting Date: May 10, 2024

Closing Date: May 24, 2024

Minimum Qualifications:

- Must hold a valid license as a WV Registered Nurse License or Medical Assistant Credential through AAMA, NAHP, NCCT, NHA, or AMT.
- Complete 2 years or 4000 clock hours of wage earning experience in a medical office or outpatient clinic. Preferred applicant have experience in all aspects of medical office practice, such as but not limited to, insurance, medical transcription, and clinical procedures. The most recent experience must have been within the past three years and outside of the training period.

Job Responsibilities:

- This employee will be responsible for teaching the Allied Health Program Curriculums. This employee needs to have an understanding of the health care/medical industry and will prepare students for careers in that field.
- Maintain and follow all guidelines and records including but not limited to student records, documents, purchases, and receipts as required by the WVDE and UTC, etc.
- Maintain program to the standards of the WV Department of Education, etc.
- Maintain credentialing processes/licensure through NCCT or other MA credentialing agency.
- Build and maintain a program advisory committee and follow all WVDE guidelines.
- The successful candidate must participate in the professional teaching program through WVDE or possess WVDE CTE Teacher Endorsement Code 7045.
- The successful candidate will be involved in the appropriate WVDE approved career technical student organizations (SkillsUSA or HOSA).
- Perform other tasks and assume other responsibilities as the Director or immediate supervisor may assign.

Salary: Contingent upon degree level and experience.

Terms of Employment: 200 Days starting with the 2024-2025 School Year

Send UTC Job Application and Resume to:

Matthew Call, Director
United Technical Center
251 Marietta Street
Clarksburg, WV 26301
mcall@k12.wv.us

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