

**Sonora Union High School District**  
100 School Street • Sonora, California 95370

## Job Description

**POSITION TITLE:** Medical Careers Instructor ROP

**SALARY PLACEMENT:** Certificated Salary Schedule

**Definition:** Responsible for the development, implementation, management and teaching of a curriculum which will qualify persons for employment in a health care setting. The instructor will also provide all classroom/laboratory instruction. The instructor will be responsible for training site acquisition, student placement, and supervision.

**Duties and Responsibilities:** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

- Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans
- Provides related instruction and supervises student training in community health agencies, medical offices and/or acute care hospitals
- Annually prepares and submits a program budget and is responsible for making requests for materials and supplies not to exceed the amount and type of expenditures set forth in the approved budget
- Annually submits a report of the total number of hours at the completion or termination of a student's training, training the student received and the related skills achieved
- Assists in student placement activities
- Accurately and punctually submits to the director all forms and information needed for attendance accounting and grade reporting
- Establishes an advisory committee to include representatives from community health care providers and agencies including, but not limited to, acute care hospitals
- Holds a minimum of one meeting of this committee during each school year
- Attends staff meetings and other meetings as shall be required by director
- Performs other duties related to this position
- Observes and abides by the administrative policies for credentialed personnel set forth by the California Department of Education

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience

- Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Medical Office Services, Health Care Information Services, Health Care Diagnostic Services, or Nursing Services

- To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential.
- Forty-eight semester units or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience.
- One year of the required work experience shall be within the three years immediately preceding the issuance of the credential.

### **Knowledge, Skills, and Abilities**

- Knowledge of health care organizations, hospital policies and procedures
- Provide instruction in the theory and practice of health occupations skills consistent with occupational practices and procedures including practical ethics and confidentiality; basic medical records, charts, and forms; medical terminology
- Knowledge of instructional methods and techniques which are used in assisting persons to gain the skills needed for entry level positions in health service occupations
- Knowledge of courses of instructional materials appropriate to such training
- Specific skills, knowledge, and attitudes needed for achieving employment as a health care worker. Assist in student placement
- Knowledge of employment trends in health service occupations
- Ability to follow instructions and work independently without constant supervision; skill to develop program goals and student performance objectives
- Analyze and evaluate abilities and aptitudes and prescribe instructional techniques and methods to assist persons in reading outlined performance objectives
- Interpersonal skills to gain the interest, respect, and cooperation of students
- Problem solving skills to analyze instructional situations accurately and adopt an effective course of action to obtain maximum learning
- Ability to implement behavior modification techniques into practical situations
- Ability to communicate effectively
- Skill to effectively use and operate audio-visual and other equipment normally used for instructing this occupation
- Develop and maintain an advisory committee for this program.

**Other Characteristics:** Possess a valid California driver's license and/or be able to provide own transportation in conduct of work assignments. Willingness to travel locally.

**Health Careers Preparation:** This course is designed to provide students with the skills required for successful completion of health-related classes. It includes the fundamentals of medical terminology and a review of basic body systems with anatomical and physiology terms defined. Emphasis on spelling, work pronunciation, medical abbreviations and definition of terms provides students with a foundation medical vocabulary. The course also includes a review of basic arithmetic skills and an overview of math skills required in the health-related career fields. Integrated throughout the course are career preparation standards including academic skills, communication, interpersonal skills, problem solving, safety, technology and an overview of healthcare industry. This course is a prerequisite for other healthcare courses.

**Physical Requirements:** Employees in the position must have the ability to:

1. Stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.
8. Have experience in catering for large groups and be able to work extended hours beyond the regular school day when needed.

**Work Environment:** Employees in this position will be required to work indoors in a standard classroom environment and come in direct contact with school staff, district staff and the public. Working in a hospital or health clinic may involve exposure to chemicals, medications, traumatic events and seriously ill or deceased persons. There is moderate physical activity required. A Medical Careers teacher should be able to lift 25 pounds and be fit enough to stand and/or walk for most of the work day.

Board Adopted: December 13, 2011