

Gadsden State Community College
Division of Health Sciences

Job Description

TITLE: Medical Assistant Program Director/Instructor

SUMMARY: Administrative coordination, development, revision and implementation of all phases of the educational program in Medical Assisting.

QUALIFICATIONS:

Required:

- A minimum of a bachelor's degree in a healthcare or related field is required.
- An associate's degree from a regionally accredited institution in medical assisting OR registered nursing (nurses must have experience in an ambulatory clinic/office setting) is required.
- A minimum of three (3) years of full-time clinical practice experience is required.

Preferred:

- Current certification as a Medical Assistant in one of the following: 1) CMA (AAMA), 2) RMA (AMT), 3) NCMA (NCCT), 4) CCMA (NHA), or 5) CMAC (AMCA) OR obtained within six months of hire
- An active, unencumbered license as a registered nurse. Registered nurses will be required to obtain CMA (AAMA) within 6 months of hire.
- A minimum of three (3) years of teaching experience in a medical assistant program, including curriculum planning, evaluation, revision, classroom instruction, and student assessment.
- Two (2) years of administrative/supervisory experience.
- Competency in the use of current educational technologies.
- Experience with internet courses.
- Excellent oral, written, and interpersonal skills.
- Commitment to the community college mission.
- Experience with diverse populations.
- Successful problem-solving skills.
- Ability to work independently.
- Ability to deal effectively with students, other employees, and the public.

DUTIES AND RESPONSIBILITIES:

- Assist or be responsible for the development and ongoing implementation, evaluation, and revision of the Programmatic Assessment Plan.
- Assist or be responsible for construction, administration, assessment, and revision of student learning activities and evaluation in the classroom, laboratory, and clinical settings.
- Assume responsibility for budget management of the program and adherence to fiscal policies and procedures.
- Coordinate activities with affiliated clinical agencies, including student rotations, affiliation agreements evaluation, and maintaining effective interpersonal relationships with agency personnel.

Gadsden State Community College
Division of Health Sciences

- Assume responsibility for faculty (full-time, part-time, and adjunct), including recruitment, recommendation, assignments, contracts, teaching aids, supervision, evaluation, and provision for orientation and professional development.
- Prepare semester class schedules, coordinate with general education faculty, and plan, approve and coordinate equitable faculty schedules and submit to the Dean of Health Sciences for approval.
- Recommend yearly budgetary expenditures, ensuring adequate program resources.
- Prepare reports each semester, annually, and as needed to adhere to institutional and accrediting agency requirements.
- Participate in local, regional, state, and national activities necessary to maintain awareness of current issues affecting the education of students and their practice.
- Plan and participate in program faculty meetings and coordinate program activities with college administration and other academic support areas.
- Carry out teaching responsibilities and other activities expected of health sciences faculty.
- Collection and analysis of data required by the accrediting body with evidence of ongoing program improvements.
- Responsible for the development of the self-study report for the accrediting body.
- Assume responsibility for student advisement, record, selection, registration, progression and graduation requirements, programs, printed material, and other related activities.
- Design, maintain and update the program website annually.
- Serve as an active member of department, area, and college, and serve on committees as assigned.
- Submit yearly documentation of continuing education activities sufficient to ensure current knowledge in the area of expertise and to meet state and/or national licensure/certification requirements.
- Oversee SACSCOC compliance and specialty accreditation compliance for all programs/services in the assigned division/department.
- Complete all Unit Strategic Plan and Student Learning Outcome processes and evaluate division outcomes.
- Maintain inventory and equipment assigned to the division.
- Assign classrooms, labs, or other areas used by staff and faculty.
- Ensure that all learning environments (e.g., classroom, shop, and/or lab facilities) are maintained in a safe and orderly manner.
- Recruit students and develop strategies to assist them to persist to graduation.
- Must be willing to work any shift on any campus to conduct program offerings.
- Comply with all policies of the Alabama Community College System and the College.
- Perform other duties as assigned.

Medical Assistant Program Director/Instructor

Date

Dean of Health Sciences
9/2022

Date