
Job Title	Continuing Education Instructor for Clinical Medical Assista
PVN ID	HO-1809-002744
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Division of Continuing Education and Wor
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	10.00
Closing Date	Nov 21, 2018 (Or Until Filled)

General Description

The Division of Continuing Education and Workforce Development (CEWD) at Hostos Community College of The City University of New York is seeking an experienced instructor to provide workforce development training for Clinical Medical Assistant as part of a Title II Workforce Innovation and Opportunities Act (WIOA) grant for integrated English literacy and civics education (IELCE). The Division of Continuing Education and Workforce Development provides vocational and academic training and support to educationally and economically disadvantaged adults in the south Bronx.

Other Duties

- Co-develop a curriculum based on the I-BEST model with ESL co-teacher
- Develop lesson plans and deliver instruction following this I-BEST curriculum and design
- Integrate and deliver CEWD Introduction to Healthcare Seminars
- Implement effective classroom management techniques
- Assess student learning objectives through classwork/homework, quizzes, and project-based assignments
- Meet regularly with ESL co-teacher to assess the progress of each participant
- Review instructional content, methods, and student evaluations to assess strengths and weaknesses and develop recommendations for course revision and development
- Participate in sessions to generate ideas for program improvements and attend staff meetings

Qualifications

- Bachelor's degree required; Master's degree preferred
- Three to five years' experience in teaching diverse student populations, especially non-traditional

students in college/adult education contexts

- Strong experience in curriculum design
- Experience in the integration of technology in the classroom and using technology-based instruction to enhance student performance
- Strong knowledge of communicative teaching practices
- Ability to motivate students and communicate effectively
- Ability to effectively document student progress and make instructional decisions based on this data
- Flexibility in dealing with curricular changes based on evolution of I-BEST curriculum
- Must be responsible, creative, motivated, patient, and friendly
- Ability to mentor students to help them achieve academic and on-the-job success
- Ability to plan and organize instruction, demonstrations, or performances of relevant materials; ability to integrate work and professional expertise into the program