

Job Title	Instructor
PVN ID	LA-1809-002732
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education Division
Status	Part Time
Hourly Rate	\$40.00
Hour(s) a Week	0.00-16.00
Closing Date	Nov 17, 2018 (Or Until Filled)

General Description

Provides skills instruction within the LaGuardia Community College CCMA Program in accordance with NHA, College, and University standards and policies. Uses demonstrations, skills practice with feedback and coaching, scenarios and simulations to engage the student in an educational process resulting in knowledge of patient application and competent skill technique with safe practices. Evaluates students' ability to perform skills.

DUTIES AND RESPONSIBILITIES:

- Instruction of practical skills, classroom management, and evaluation reports.
- Ensure that class is taught in accordance with the established session plan.
- Prepare and set-up supplies and equipment needed for the session. At conclusion of session, carefully put away all supplies and equipment in their proper locations.
- Report any inadequate laboratory facilities/equipment for assigned session.
- Maintain current required certifications, level of expertise, and be aware of current changes in discipline by work experience, conferences, continuing education units, course work, journals, etc. Provide current credentials to the Program office.
- Ensure that session content is up to date and accurately reflects the current standards in the field.
- Actively participate in meetings called by the Program Coordinator for the purpose of disseminating information; providing input into the decision making process or for the sharing of expertise with colleagues.
- Provide a safe environment for students; encourage students to use available support services; encourage group activities.
- Evaluate learner performance, provide constructive feedback.
- Be responsible for the security of assigned equipment, classrooms, and all lab materials.
- Maintain FERPA standards as applied to public institution of higher learning.
- Assist in the responsibility for upholding Program rules and regulations.
- Provide information and/or data to the Program Coordinator so that the proper reports may be completed and filed with the College or funding agency.

- Adhere to established University and departmental policies and procedures and relevant quality and safety standards.
- Report malfunctioning equipment, equipment and supply needs, and any concerns related to the proper functioning of the lab to the Coordinator.
- Perform other duties as assigned.

Weekly schedule:

Mon, Wed 6pm – 10pm or Tue, Thu 6pm-10pm

Saturdays all day 9am-6pm (except holidays)

November 2018 - April 2019

Other Duties

Qualifications

- H.S. Diploma
- Certified Clinical Medical Assistant or Phlebotomist with 1 year experience
- Demonstrated teaching and educational facilitation skills
- Knowledge of MA theory, practice, and trends.
- Knowledge of current MA curricular content and education standards.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to adapt MA curricula to reflect NY State requirements, local needs, and national trends.
- Knowledge of adult learning theory and methodologies.
- Knowledge of competency-based education principles and methods.
- Ability to assess student performance and progress and to provide appropriate feedback.
- Ability to promote higher-order thinking and problem-solving among educational participants.
- Ability to adhere to established standards for educational quality.
- Ability to maintain complete accurate educational records.