

## **MEDICAL ASSISTANT INSTRUCTOR (Part Time Contract Position)**

**Overview:** The LAYC Career Academy Public Charter School (LAYC Career Academy PCS) seeks a Medical Assistant Instructor. This is a contract position scheduled to teach ten hours per week with five hours per week for prep time. This role will be responsible for providing quality instruction to LAYC Career Academy students through well prepared classes, relevant assignments, fair and holistic assessment of learning, clear documentation of student progress, and support for the academic success of low-income, youth of color in the District of Columbia. Requires applicants with a solid combination of classroom instruction of Medical Assistant certification or other health professionals (3 years) and applied experience in the medical field.

### **School Description:**

The LAYC Career Academy PCS sets high expectations for disconnected youth 16-24 years of age by providing a college preparatory GED curriculum and the opportunity to gain college credits before graduation. The school is built upon the central beliefs that:

- All youth can and must obtain either a college degree or industry-recognized credential.
- Students grow by recognizing their own strengths, using them to overcome obstacles, and setting and achieving ambitious academic and career goals.
- Opportunity youth will succeed academically and personally with the help of high-quality, culturally appropriate education and support services.

All graduates will complete a college preparatory curriculum that is aligned to Common Core State Standards and pass the GED exam. Students will also achieve one of three outcomes before graduating: become a Medical Assistant; become an A+ Certified Computer Hardware Technician; or complete six college credits through the Career Academy's partnership with the Community College of the District of Columbia.

The LAYC Career Academy PCS was founded by the Latin American Youth Center (LAYC), [www.layc-dc.org](http://www.layc-dc.org). LAYC is a nationally recognized multi-cultural, multi-service agency serving all low-income youth across the District of Columbia and in Maryland's Prince George's and Montgomery Counties. LAYC works with over 4,000 individuals each year to support academic achievement, promote healthy behaviors, and guide youth toward successful adulthood. In addition, LAYC conducts advocacy and policy work to broaden opportunities for youth. LAYC operates a regional network of youth centers, school-based sites, and public charter schools that offer a comprehensive set of high quality, multi-lingual, culturally sensitive programs.

### **Characteristics of Ideal Medical Assistant Instructor:**

- Knowledge of healthcare industry, including awareness of industry trends
- Possession of current credential or license as Certified Medical Assistant, Registered Medical Assistant, Licensed Practical Nurse, or Registered Nurse.
- Strong classroom management and organizational skills
- Expertise in interpersonal, oral, and written communication skills

## Qualifications

- Bachelor's degree.
- Licensed/certified as a Certified Medical Assistant, Registered Medical Assistant, Licensed Practical Nurse, or Registered Nurse.
- Prior experience training Medical Assistants or other health professionals.
- Demonstrated ability to teach young adults in ways that are interactive, project-based, and promote self-discovery and critical thinking.
- Commitment to tenets of positive youth development and to meet the needs of every youth in a diverse population.
- Strong interpersonal skills and proven ability to work as a member of a team.
- Commitment to develop and contribute to a community of educators.
- Three to five years practical or clinical experience in field of professional certification.
- Comprehensive knowledge in all areas related to Medical Assistant Certification including: billing and insurance, medical terminology, coding ICD-9, CPT, anatomy and physiology, pharmacology, EKG, wound care, documentation, vital signs, and computer skills.

## Ongoing Responsibilities:

- Create and teach Certified Medical Assistant (CMA) curriculum.
- Provide each student with explicit course expectations, evaluations, and timelines through carefully written syllabus.
- Ensure course and program learning outcomes are delivered as defined by curriculum;
- Work with other Career Academy staff to ensure standards-based, culturally competent education to diverse student body.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and needs.
- Identify and use variety of learning materials and instructional resources and methods to meet students' varying needs.
- Suitably challenge, engage, serve and communicate with students to encourage their participation and learning while maintaining mutual value and respect.
- Complete grade books, final grade sheets, learning assessments, and final exam assessments on a timely basis.
- Ensure safety and sanitation of all laboratories, equipment, and supplies used in CMA instruction.
- Maintain credentials as required by accrediting councils or agencies and regulatory bodies.
- Keep up-to-date with developments in field, teaching resources, and methods.
- Other duties as assigned.

| To apply, please email a résumé and a cover letter to [-careeracademyjobs@laycca.org](mailto:careeracademyjobs@laycca.org).