42603 Instructor, Medical Administrative Assistant

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EMILY GRIFFITH TECHNICAL COLLEGE
Instructor, Medical Administrative Assistant
Hourly, benefits eligible with minimum hours
FTE: 0.50
Salary Range: $35.43 hourly

Essential Functions and Objectives:

The Medical Administrative Assistant instructor will perform instructional duties and related activities in accordance with the philosophies and procedures of the Emily Griffith Technical College Medical Administrative Assistant program.

- Teach online courses as assigned to adults and concurrent enrollment students following the course description and objectives in the course syllabus.
- Abide by FERPA guidelines in professional communications at all times.
- Provide students with a current course syllabus on the first day of class and supplemental materials as needed throughout the course.
- Demonstrate teaching skills and knowledge to perform a variety of functions in the program’s content area.
- Develop lesson plans, including formative and summative assessments, to meet the course’s objectives and learning outcomes.
- Collaborate with other instructors to coordinate student-learning activities as appropriate.
- Maintain accurate student records, including attendance, grades, and overall performance using appropriate EGTC software systems.
- Maintain discipline and enforce the EGTC Code of Conduct in accordance with school policies.
- Maintain appropriate inventory for program equipment, materials, and supplies.
- Supervise and maintain the cleanliness of the classroom and lab when applicable.
- Maintain the safety of the students and the learning environment.
- Comply with regulations and standards established by EGTC and COE to include completion of Industry Visits, Employer Verification forms, and Advisory Committee requirements by the assigned deadlines.
- Participate in professional development activities to remain current with industry practices and advancements.
- Actively participate in faculty, departmental, and other professional meetings.
- Establish annual goals and actively participate in the instructional appraisal process.
- Respond to all EGTC email and phone communications within 48 hours of receipt.
- Perform other duties as assigned by the Instructional Dean or his/her designee.

**Knowledge, Experience & Other Qualifications:**

- At least 4,000 hours non-teaching occupational experience as a Medical Administrative Assistant within the last five years required.
- Subject matter expert on techniques and practices used in the industry.
- Two years teaching experience in a technical college or community college preferred.
- Previous experience in teaching online using Desire2Learn (D2L) preferred, but not required.
- Ability to collaborate with other departments to address the learning needs of students from diverse cultural, socio-economic, and academic backgrounds.
- Ability to arrive to work on time, to teach all classes as scheduled, and fulfill all essential functions required of the full-time instructor.
- Ability to coordinate instructional activities and to manage classroom discipline in the classroom, lab and internship settings.
- Ability to communicate effectively, in a positive and constructive manner, with students, staff, and the community at large.
- Ability to evaluate instructional materials and methods according to evidence-based practice.
- Must possess or have the ability to acquire a Colorado Credential for Career and Technical Education.

**Education Requirements:**

- Associate’s Degree, including at least 18 credits in a related field preferred.

**About Emily Griffith Technical College**

Emily Griffith Technical College, a division of Denver Public Schools, is Colorado’s most unique public college. We offer an extensive curriculum including nearly 50 certificate programs and 500 courses. We have established a reputation for being one of the region’s most diverse learning environments assisting more than 1.6 million students since our inception.

The Emily Griffith Technical College was founded nearly 100 years ago, and we still use the motto coined by Emily Griffith herself: For all who wish to learn and expand their horizons and
chart their own course for success. We are looking for individuals that demonstrate and share the DPS Core Values of Integrity, Equity, Accountability, Collaboration, Fun and putting Students First. Come join the DPS team at Emily Griffith Technical College and make an impact at a great organization!

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*