

Southeast Technical College

Sioux Falls School District 49-5

JOB DESCRIPTION

Adjunct Instructor: Medical Assisting

Division/Program/Department:	Health Care/Medical Assistant	Job Status:	Part-time
FLSA Status:	Exempt Teacher	Reports To:	Academic Administration
		Receives Guidance From:	Program Instructor
Grade/Level:	Rate per course credit hours based on degree earned as determined by Academic Administration. Other compensation may be paid depending on the program/course structure for: <ul style="list-style-type: none">• Clinical instruction• Lab instruction• Substitute instruction• Course development	Amount of Travel Required:	None
Work Schedule:	Day, Evening, and weekend flexibility to accommodate student course schedules.	Positions Supervised:	None
Prepared By Title or Dept:	Human Resources Department	Approved By Title or Dept:	Vice President of Academic Affairs
Prepared By Date:	July 2020	Approved By Date:	July 2020

POSITION SUMMARY

The adjunct instructor will provide instruction and assess student learning in the applicable program area of expertise at Southeast Technical College to prepare students for an entry-level position in their chosen program. The adjunct instructor will continually assess and enhance the curriculum to meet the program's educational requirements, the rules and regulations of its accrediting bodies, and the most current industry standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s):

- Develop and teach relevant curriculum that provides classroom theory and laboratory application and prepares students for entry-level positions in the program field.
- Facilitate class instruction in accordance with learning objectives and session plan outlines specified by Southeast Technical College.
- Expert in teaching students in an interesting manner with effective presentation skills.
- Passionate about teaching the course in ways and methods that engage students to learn new things.
- Establish a positive student learning environment that promotes retention, accountability, diversity, equity, excellence, innovation, collaboration, dignity, self-respect, safety, student success and personal/professional growth.
- Select and compile tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives.
- Evaluate student performance by administering evaluations of student performance based on course deliverables and course rubrics.
- Respond promptly to student grade determination by reporting assignments, discussion board exercises, exams, and course completion through the learning management system.
- Develop and manage syllabus materials.
- Coordinate courseware and curriculum with the Dean of Curriculum and Instruction.
- Adhere to protocol guidelines for participation in online learning as determined by the course.
- Review textbook and courseware changes with the academic department chair and full-time faculty teaching the course.
- In accordance with industry and educational standards of Southeast Technical College, review curriculum and assess course competencies to ensure student are meeting industry standards.
- Build good professional relationships that establish a positive rapport with students and colleagues.
- Other duties as apparent or assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.

- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resource Management - (People and Equipment) Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education: Associate's Degree in Medical Assisting required.

Experience:

- Minimum of one year of experience as a medical assistant required.
- Post-secondary teaching experience preferred.
- Demonstrated knowledge of specific discipline and knowledge of instructional needs of technology college students.

Certificates & Licenses:

- Current, unencumbered South Dakota MA Certification.
- Post-hire requirement to obtain South Dakota post-secondary teacher credential.

Computer/Technology Skills:

- Strong computer skills in Microsoft Office Suite, Internet navigation, program relevant software, and management system software.
- Ability to learn new software packages relative to the instructional field.
- Fully functional with online communication tools (instant messaging, live chat, forums, emails).
- Ability to understand and utilize technology for online/blended instruction with focus on instructional field.
- Ability to conduct Internet research and enter data in related software tools.
- Ability to learn and operate Southeast Technical College's learning management systems.
- Operate and maintain any equipment utilized by the program.

Other Requirements:

- Post-offer criminal background check required.
- Excellent interpersonal, influencing, and presentation skills required.
- Ability to utilize different methods and mediums in delivering course material.
- Experience in organizing and writing presentations of a technical nature.
- Experience in critical thinking, problem solving, and judgment skills

- Ability to utilize different methods and mediums in delivering course material.
- Ability to develop and maintain professional relationships with students and colleagues.
- Must have flexibility for Day, Evening, and Online teaching schedules.
- Must be available to attend a series of training sessions delivered in person and online dates to be determined.

PHYSICAL DEMANDS

CLASSROOM INSTRUCTION ONLY:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

<i>N (Not Applicable)</i>	<i>Activity is not applicable to this occupation.</i>
<i>O (Occasionally)</i>	<i>Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</i>
<i>F (Frequently)</i>	<i>Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</i>
<i>C (Constantly)</i>	<i>Occupation requires this activity more than 66% of the time (5.5+ hrs/day)</i>

CLASSROOM INSTRUCTION WITH KINETIC LABS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

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Other Physical Requirements

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

CLASSROOM INSTRUCTION ONLY:

General office environment with standard office equipment available during classroom instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom. May be exposed to outdoor weather conditions when traveling to outside or other campus sites. Job is sedentary in the classroom that is similar to an office environment. Possible exposure to communicable diseases.

CLASSROOM INSTRUCTION WITH KINETIC LABS:

General office environment with standard office equipment. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Additional equipment associated with ancillary instruction may be available and may have effect on lighting, sound, and temperature. Occasionally exposed to outdoor weather conditions when traveling to other locations. Some location visitations may not be climate controlled and are subject to a variety of temperatures that could include coldness, humidity, and higher heat levels than office.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical College reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____