

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Medical Coding and Billing Instructor

<b>Division/Program:</b>	Healthcare and Medical Technology	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Academic Administration
<b>Grade/Level:</b>	Instructor Salary Schedule based on Education and Experience	<b>Amount of Travel Required:</b>	Approximately 5% -10% for student supervision and instructor continuing education
<b>Work Schedule:</b>	186, 206, or 226 Day Work Schedule each fiscal year determined by Administration  Fiscal year covers a 12 month period of July through the following June.  Flexible schedule required to meet course delivery needs including possible online, evening and weekends.	<b>Positions Supervised:</b>	None
<b>Prepared By:</b>	Human Resources Staff	<b>Approved By Name/Dept:</b>	Vice-President of Academic Affairs
<b>Prepared By Date:</b>	August 2019	<b>Approved By Date:</b>	August 2019

---

#### POSITION SUMMARY

This position will provide instruction and student advising, in the Healthcare and Medical Technology Division. This individual will develop and teach competency-based curriculum to provide classroom theory and laboratory application to prepare students for industry. The instructor is responsible for the operation of the program, including budget, industry relations, periodic review and evaluation, effectiveness of program assessment and curriculum development. The instructor will work with industry and advisory boards to create and facilitate student learning opportunities, and support the foundation and institution. Instructors will continually assess and enhance the program to meet Southeast Technical Institute'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

The essential functions of a Southeast Technical Institute instructor/advisor are grouped into general areas and vary by the program specific statements at the end. While this may not be a complete list of each detailed task, it describes them in general terms as to provide an overview of job responsibilities. The instructor/advisor position will continue to change and evolve with student education needs and institutional requirements. Therefore, Southeast Technical Institute has right and responsibilities to add or change job responsibilities to meet the needs of its changing organization.

### Organizational Responsibilities

- Honor and follow Southeast Technical Institute's Strategic Plan, Vision, Mission and Values to provide guidance for your program.
- Maintain required professional development hours to continue to develop the program, curriculum and assessment.
- Perform duties as assigned by academic administration.

### Student Centered Instruction

- Develop and teach relevant curriculum that provides classroom theory and laboratory application and prepares students for entry-level positions in the program field.
- Promote academic achievement for students through appropriate classroom and laboratory rigor.
- 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.
- Monitor and assess student classroom effort and assignments.
- Prepare and present academic content using a variety of effective pedagogical methods and techniques to meet student needs.
- Provide academic advising to students with a focus on retention and personal development.
- Coordinate student learning opportunities outside of the classroom; including areas such as student tours, on the job learning (OJL), apprenticeships, clinical, internships or practicums.
- Provide a safe learning environment for all students.

### Technology

- Utilize the Learning Management System to deliver courses that may include traditional, hybrid, online, evening or week-end format.
- Utilize Southeast Technical Institute communication and data storage systems to ensure effective communication to students and all Southeast Technical Institute employees.
- Operate and maintain any equipment utilized by the program.

### Internal Collaboration

- Create and document program assessments for program development based upon Higher Learning Commission requirements.
- Complete non-teaching responsibilities that include student recruitment, participation in Southeast Technical Institute committees and teams, budget, evaluation and scheduling.
- Participate in the finance processes of the organization. This includes purchasing and disposal of equipment and supplies; participation in the program's annual budget process; and ensure that budget funds utilized responsibly according to financial policy.
- Support student onboarding activities held by Southeast Technical Institute.
- Provide guidance to other department employees including specialists, adjunct instructors, work-study or other part-time staff.

## Community & Industry Collaboration

- Utilize the community and industry as a learning resource and as an extension of the classroom.
- Assist Administration with monitoring and maintaining program accreditation requirements.
- Build good interpersonal relationships and establish positive rapport with students, colleagues and industry, including student organizations and clubs.

## 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:

- Master’s Degree in Health Care with an emphasis in Medical Coding and Billing strongly preferred
- Minimum of a Bachelor’s degree in Medical Coding and Billing
- Be credentialed and in good standing with AHIMA Credentials of CCS-P, CCSA, RHIA, or RHIT

### Experience:

- Minimum of five years of verified healthcare experience with 160 hours in ambulatory care
- Minimum of two years post-secondary teaching and applied curriculum development experience preferred.

### Computer/Technology Skills:

- Strong computer skills in Microsoft Office Suite and program relevant 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 Institute’s learning management systems.
- Proficient in Microsoft Office, Internet navigation, and management system software.

### Certificates & Licenses

- Post-hire requirement to obtain South Dakota post-secondary teacher credential.

### 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.

## PHYSICAL DEMANDS

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	C (Constantly)
Handling/Dexterity	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
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	F (Frequently)

**N (Not Applicable)**  
**O (Occasionally)**  
**F (Frequently)**  
**C (Constantly)**

*Activity is not applicable to this occupation.*  
*Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*  
*Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*  
*Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

## 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

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 environment standards. Possible exposure to communicable diseases.

---

## EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

### EMPLOYER STATEMENT

Southeast Technical Institute 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 Institute 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: \_\_\_\_\_