

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Instructor – Medical Assisting	FLSA status:	Exempt
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DEPARTMENT:	Health Sciences	REPORTS TO:	Chair, Medical Assisting Program
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Position summary: The instructor is generally responsible for classroom and clinical instruction, scheduling, and supervising students.

Position responsibilities:

- Competence in teaching and curriculum development also required.
- Serves as a good public relations agent, both in the classroom and the community.
- Building a positive public image for the total medical assisting program and Panola College.
- Remains loyal to Panola College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Must have an Associate's Degree, Bachelor's Degree preferred.
- Must have appropriate health care credentials for non-clinical courses (RHIT, CCS, etc.)
- Must have appropriate health care license for clinical courses (Paramedic, RN, MA, etc.)
- Must have strong communication skills, ability to work effectively with students.
- Must have reliable transportation.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read, and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.