

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Date: October 29–November 18, 2009

TITLE: Instructor, Medical Assistant, Genesee Area Skill Center

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume, copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Must meet State of Michigan Teacher Certification guidelines with a Vocational Endorsement in an appropriate area OR be eligible for Vocational Certification (BA with 2000 hours current and relevant experience) OR Annual Authorization (4000 documented hours of paid employment in a current and relevant position; must agree to pursue a State recognized teacher Preparation Certification program of study at a recognized teacher preparation institution; must take classes towards teacher preparation degree requirements on a continuous basis).

Skills: Must document current and relevant experience and training in the performance of Medical Assistant duties and responsibilities.
Documented knowledge of related medical office computer technology including current medical insurance billing software and practices.
Medical Assistant Certification.
Demonstrated customer/patient relations abilities.
Must believe that all students can learn.
Must be a relentless pursuer of visual imaging technology.
Must demonstrate a capability to plan and implement instructional activities.
Must demonstrate the capability to working a team setting.

Use of vehicle to visit clinical sites is required.

ESSENTIAL FUNCTIONS:

Must demonstrate passion for teaching high school level students

Must demonstrate the ability to effectively prepare and daily deliver appropriate instructional curriculum/lesson plans

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Must have organizational skills as it relates to the educational process

Must have and be able to demonstrate knowledge of the related application and procedures.

Must demonstrate the ability to manage a classroom

Must be able to effectively teach and believe that all students can learn

Must have effective, clear and concise written and verbal communication skills

Must adhere to the policies and procedures of the Flint Board of Education

Must be a practitioner of life-long learning.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

REPORTS TO: Building Principal, GASC

TERMS OF EMPLOYMENT: **Teacher Basic Salary Schedule**

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

REV. HR/LA/10/09

QUESTIONS RELATIVE TO THE JOB DUTIES SHOULD BE REFERRED TO THE BUILDING PRINCIPAL:

(810) 760-1444 EXT. 170.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

Ponemos a sus órdenes el servicio de traducción. Las personas interesadas, favor de llamarnos al 760-6770

設有翻譯服務，祇要提出要求，請電760-6770.