

POSTING DATE: April 10, 2024

POSITION: Medical Assisting Lab Instructor

REPORTS TO: Career Tech Supervisor

MINIMUM REQUIREMENTS: ● 5 years work experience as an AAMA Certified Medical Assistant

- Preference given to those with a minimum of an Associate's degree
- Ability to earn or currently hold a Ohio Career-Tech teaching certificate/license
- Certifications in medical records and/or billing and coding
- Successful BCI/FBI screening

QUALIFICATIONS: The ideal candidate should possess, at minimum, the following:

- Comprehensive knowledge of Ohio's Medical Assisting and Medical Office Management Content Standards
- Knowledge of Career Technical Education
- Ability to integrate Individualized Education Plans into the Medical Office curriculum
- Interest in working with students at varying educational levels
- Organizational, communication and time management skills
- Technology skills including email, Power Point, Smart Board, Microsoft Office and electronic grade book

WORK YEAR: 2024-2025 school year (185 days)

SALARY: Commensurate with certification/licensure and experience

BENEFITS: In accordance with Pioneer's Master Agreement

STARTING DATE: August 2024

APPLICATION PROCEDURE: Applicants must submit the following:

- Letter of application
- Resume
- Three letters of recommendation
- Pioneer certificated application (download at www.pctc.k12.oh.us)
- Copy of teaching certificate/license if previously obtained
- Copy of BCI/FBI

SUBMIT APPLICATION MATERIALS BY

April 24, 2024

For questions or more information, call Kevin Vargyas at 419-347-7744, ext. 42204, or email vargyas.kevin@pioneerctc.edu

Application materials should be submitted to:

Greg Nickoli, Superintendent

Pioneer Career and Technology Center

27 Ryan Road

Shelby, OH 44875

Fax: 419-347-4977

Website: www.go2pioneer.com

In accordance with the Title VI, Title IX, and Section 504, the Pioneer Career and Technology Center is an equal opportunity institution. Employment practices are offered without regard to race, color, national origin, sex, age, disability, military status or socioeconomic status.