



SOUTHERN CALIFORNIA

REGIONAL
OCCUPATIONAL
CENTER

CERTIFICATE VACANCY:

Posted November 2, 2023

POSITION: DIRECTOR of CERTIFIED MEDICAL ASSISTING (CMA)

SCHEDULE: 2023/2024 SCHOOL YEAR

FULL TIME POSITION; Must work 26 hours, Monday – Thursday

BASIC FUNCTION:

The Director of Certified Medical Assisting program will oversee the course designed to prepare students to sit for the National Center for Competency Training (NCCT) to become a Certified Medical Assistant and to obtain an entry-level position in a medical office. Will be responsible to ensure the instruction includes clinical skills such as vital signs, assisting with exams and with minor surgery, basic lab procedures, and performing EKGs, monitoring heart arrhythmias, and performing venipuncture, skin puncture, and injections. This will include the administrative skills include receptionist duties, appointment scheduling, and managing patient records.

This includes overseeing the externship. Director will be collaborate with the CMA instructor to ensure that the students will be prepared to passing the national exam and students to receive the Certificate of Competency.

This Certified Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The Director will be responsible to ensure the requirements are met for the renewal of the program and to submit the application for renewal, as needed. Keep all records for the program changes, updates of requirements, etc.

RESPONSIBILITIES:

- Perform the primary role of a leader of learning as assigned.
- Collaborate with fellow educators and industry partners in planning and modifying curriculum, instruction, and assessment through Professional Learning Communities and Advisory Boards.
- Communicate and work effectively as part of a team with all student stakeholders including administrators, parents, support staff, and other teachers.
- Keep abreast of current industry practices, technology, and training methods.
- Assist in integrating industry and academic standards within curriculum development.
- Provide group and individual instruction utilizing the most effective teaching strategies.
- Assist in recruitment and prepare students for employment or advancement.
- Evaluate student skill competencies, job readiness, and maintain accurate student attendance records.
- Manage the classroom in such a manner as to ensure an environment conducive to learning.
- Complete and deliver written records and reports as required.
- Participate actively in the advisory committee.
- Ability to relate to high-school-age-students and adults.
- Perform other job-related duties as required.

See Page 2 for additional information.



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MINIMUM EDUCATION & EXPERIENCE QUALIFICATIONS:

Position requires a RN License, Public Health Certificate, three (3) years of experience in nursing and one of the years in Home Health Care, one year shall be in teaching or clinical supervision, or a combination thereof, in a state approved registered nursing or vocational or practical nursing. Also, has completed a course or courses offered by an approved school with instruction in administration, teaching, and curriculum development.

CREDENTIAL REQUIREMENTS:

Must have a Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching credential, or be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California. For more information visit:

<http://www.ctc.ca.gov/credentials/CREDS/adult-voc-ed.html>

Application processing assistance to obtain a Designated Subjects Career Technical Education Teaching Credential provided for a qualified eligible applicant not holding an appropriate credential.

CONTACT:

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SoCal ROC)
2300 CRENSHAW BOULEVARD
TORRANCE, CA 90501

Attn: HR/ Program Director/Director CMA

Application Packet to contain the following items:

1. SoCal ROC Certificated Application https://www.socalroc.com/administration/hr/applications/2021-12-08_CERT_EMPL_APP_REV-2122_TF_Master.pdf
2. Resume
3. Credentials, as applicable
4. Current licenses/certificates, as applicable
5. Transcripts (Official transcripts required for credentialing)
Should you be selected as a candidate for the position, original transcripts will be mandatory for education stipend for Master or Doctorate degree.
6. Three – four letters of references within the last three (3) years

Contact information:

Email/Scan to: LLarson@scroc.k12.ca.us

Questions: 310) 224-4328

Please see Page 3 for additional information.



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SALARY RANGE: \$37.04 - \$45.02 hour

- Salary placement based on work experience & education
- Education stipend for Masters or Doctorate degree; official sealed transcripts required

BENEFITS:

- Sick Time
- Workers' Compensation
- Health Care Stipend (FT)
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Short Term & Long Term Disability
- Long Term Care
- Longevity Stipend (FT)
- Annual Evaluation
- Approved Professional Growth
- STRS Retirement
- Monday – Thursday Work Week, as applicable
- Free Parking
- Direct Deposit
- Credit Union

CLOSING DATE: Until filled

NOTE:

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 requires that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.