

Arkansas Department of Career Education
CERTIFIED VOCATIONAL TEACHER (Medical Office Assistant)
Job Vacancy Announcement

Recruitment Period: October 21, 2016 through November 3, 2016

Position Number: 22081826 Class Code: E043C Grade: C117

Entry Level Salary: \$32,249.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an CERTIFIED VOCATIONAL TEACHER position. The Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Vocational Training Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached CERTIFIED VOCATIONAL TEACHER Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., November 2, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education

CERTIFIED VOCATIONAL INSTRUCTOR (Medical Office Assistant)

Functional Job Description

Position Number: 22081826 Class Code: E043C Grade: C117

Position Summary

The Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in the vocational area being taught. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Instructs students in vocational education programs by lecturing in classroom and laboratory setting, developing and providing individual instruction, as required, and arranging field trips and guest lecturers. Evaluates student performance by grading classroom work, observing laboratory skills, and counseling students on personal and educational problems. Develops or revises vocational education curriculum by researching educational and professional material, reviewing and selecting textbooks, developing course outline and objectives, and preparing lesson plans and instructional aids. Maintains classroom records, including attendance records, personal data, competency files, progress reports, and graduate follow-ups. Assists in scheduling of classes, use of equipment, and registration of students. Conducts advisory committee meetings concerning curriculum, job vacancies, and student recruitment. Prepares and presents information to public schools, civic organizations, and sponsors student clubs and organizations. Performs other duties as assigned.

Arkansas Department of Career Education
CERTIFIED VOCATIONAL TEACHER (Medical Office Assistant) Functional
Job Description

Position Number: 22081826 Class Code: E043C Grade: C117

Job Duties and Responsibilities continued

Implement and evaluate daily lesson plans for students to include scheduled activities and presentation modules. Plan instruction to achieve specific objectives based upon student need and established curriculum. Evaluate the performance of students regarding achievements in curriculum and activities and make necessary provisions to meet learning needs. Maintain student attendance in accordance with established policies. Arrange and coordinate guest speakers, community service field trips, and visits to clinics and medical offices. Prepare lectures and practical demonstrations for students in class and individually. Assist and counsel student with Medical Administrative Assistant program curriculum. May assist and coordinate externships for Medical Administrative Assistant students. Monitor student behavior in the classroom and at activities involving Medical Administrative Assisting program. Assist students and ensure students adhere to safety precautions at all times. Implement accommodations according to the IWCP. Prepare students to pass the Medical Administrative Assistant national certification exam, the Certified Medical Billing national certification exam and/or the Certified Professional Coder national certification exam. Provide additional instruction to develop employability skills such as: job searching and networking, interview skills, proper business attire, business etiquette, goal setting, coworker relations, and encouraging students to look forward towards attending class and entering the workforce. Attend faculty meetings to keep abreast of developments within the department. Responsible for attending professional development opportunities to keep current of trends within the field. Additional duties may include but are not limited to: basic computer and office equipment usage. Producing and delivering group presentations to coworkers and peers. Provide guidance as a HOSA student organization advisor.