

Cape Girardeau Public School District No. 63
Job Description

Job Title: Medical Office Specialist Instructor - Coordinator

Terms of Employment: 10 month contract; 183 days + 37 extended days

FLSA Status: Exempt

Reports to: Director, Career and Technology Center

Brief Description of Position:

The Medical Office Specialist Instructor - Coordinator facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor's degree in related field
- Must possess and maintain proper Missouri teaching certificate for the area/content to which he or she has been assigned.
- Verification of one of the following:
 - Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.

Essential Duties and Responsibilities:

- Uses instructional techniques appropriate to the lesson.
- Develops and enhances positive student self-concept and attitude towards learning.
- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students.
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues, parents and students.
- Participate in professional organizations appropriate to career and technical education, such as (Missouri Trade & Technical Association, Missouri Association for Career & Technical Education and Association for Career & Technical Education) as well as the field in which you teach.
- Attend professional development activities, such as educational conferences, field specific up-dates and college course work required to maintain his/her Teaching Certificate and remain eligible for employment.
- Actively participate on building level teams and in school-related activities.
- Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.
- Use technology appropriate for instruction and program use.
- Performs other duties as assigned by supervisor.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.
- Possible exposure to communicable diseases.

- Travel between locations will cause exposure to hazardous driving and walking conditions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013