Medical Assistant Instructor/ Program Chair
CR10-02 (tenure track position)

College Web Address: www.cabrillo.edu

Application Deadline: 4:00 p.m., Tuesday, June 29, 2010

Starting Salary Range: $50,068 to $76,801 per year, depending on education and experience; maximum initial salary step placement on the faculty salary schedule is step 9. Cabrillo College provides a doctoral stipend of $3,343 per year for eligible contract faculty.

Benefits: Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Days Per Year: Faculty enjoy a 175-day work schedule.

Beginning Date: Position scheduled to begin Fall semester 2010, pending funding and Governing Board ratification. Assignment may include distance education courses and may be at various campus locations; days, evenings, and/or weekends.

About Cabrillo College
Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves nearly 15,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance.

The new Health and Wellness complex will open Summer 2010. The Medical Assistant department is one of four allied health programs that will move into the new complex.

Faculty at Cabrillo College have a long history of shared governance and participation in all levels of decision-making at the college. To teach at Cabrillo is an opportunity to learn, to collaborate, to create, and to make a difference in the lives of our students and our community.

About the Community
Santa Cruz County is located on California’s Central Coast, 65 miles south of San Francisco and 35 miles north of Monterey. Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.
Approximately a third of Cabrillo College students are from underrepresented populations, with 26% Hispanic or Latino. To increase outreach to this population, Cabrillo established a center in Watsonville, where Hispanics and Latinos are 75% of the population. This population is the fastest growing group in Santa Cruz County. The college is particularly interested in candidates who possess academic or life experiences that enhance teaching in a multicultural context.

Local cultural highlights include numerous performing arts events, and museums and galleries throughout the area which showcase the work of artists in every medium. A number of annual events celebrate the area’s ethnic and cultural diversity. For more information, visit the Santa Cruz County website at www.scccvc.org/places/county.html.

About the Department

The Medical Assistant program is nationally accredited by the American Association of Medical Assistants (AAMA). The Medical Assistant Department of the Health, Athletics, Wellness and Kinesiology Division (HAWK) offers several career program options including associate degrees and/or certificates in Medical Assistant, Medical Administrative Assistant, Medical Insurance Specialist, EKG Specialist, Electronic Health Records, Phlebotomy Technician, and Medical Receptionist. The phlebotomy courses are certified by the California State Department of Health Services, Lab Field Services.

The Medical Assistant program provides training for the medical profession, and addresses professional ethics, attitude, confidentiality and performance that the public has come to expect of the medical profession. Medical Assistants may become managers of clinics or group practices as well as assist in the physician’s office, clinic or hospital.

Position Description

Examples of teaching assignments may include but not limited to:

- MA 70, 170B – Medical Terminology
- MA 172 – Medical Office Procedures
- MA 176 – Introduction to Medical Assisting Procedures
- MA 176A – Introduction to Medical Assisting Lab
- MA 183A – EKG
- MA 183B – Advanced EKG Skills

Related professional assignments include attendance at faculty meetings, curriculum development, membership on college committees and community advisory committees, and related duties as required or assigned. A commitment to maintaining certification with the American Association of Medical Assistants (AAMA) is expected.

In addition, this position also serves as the Program Chair for the Medical Assistant Department. The Program Chair is responsible for providing direction, leadership and support to students, faculty and staff within the department.

Professional assignment may include:

- Monitoring course enrollment
- Leading the Department in curriculum development and program review
- Overseeing scheduling and staffing of classes
- Managing the annual budget and purchases, supplies, instructional materials and equipment
- Scheduling and chairing Department meetings
Qualifications

**Required Education from a U.S. Department of Education recognized accredited organization required:**

Bachelor's degree or higher in any field AND
two years of professional experience directly related to the faculty member's assignment OR
Associate's degree in any field AND
six years of professional experience directly related to the faculty member's assignment OR
the equivalent

**Equivalency**

*Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination.* Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at [www.cabrillo.edu/services/hr/apps/index.html](http://www.cabrillo.edu/services/hr/apps/index.html).

**Required Professional Expertise:**

1. Knowledge of and commitment to teaching strategies and methods which enhance student success at community colleges.
2. Effective oral and written communication skills.
3. Demonstrated ability to teach the courses or perform the duties effectively as described above (teaching demonstration will be part of the interview).
4. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
5. Ability to work cooperatively with others.

**Required Discipline-Specific Requirements/Certification:**

1. Completion of **within twelve months from date of hire:**
   - Medical Assistant credential from a National Commission for Certifying Agencies (NCCA) accredited credentialing organization as documented by official certificate or letter from the certifying organization:
     - (a) Certified Medical Assistant® (CMA) American Association of Medical Assistants (AAMA)
     - OR
     - (b) Registered Medical Assistant (RMA) American Medical Technologists (AMT)
   - Three (3) years work experience in healthcare, including forty (40) hours experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants.
   - One year teaching experience in postsecondary and/or vocational/technical education.
   - Minimum of ten (10) hours of instruction, including both education theory and techniques, but not limited to topics such as learning theory, curriculum design, test construction, teaching methodologies, and student assessment techniques which must be documented in one or any combination of the following:
     - a) Formal class work as demonstrated on an official transcripts;
     - b) Workshops/seminars as documented by a program content outline and certificate of completion, including the number of hours completed;
     - c) In-service, as documented by a content outline and proof of successful completion, including number of hours completed.
**Desired Qualifications/Performance Expectations:**

(1) Recent, successful teaching experience or recent successful industry experience in Medical Assistant or other Allied Health Care college level programs.

**Selection Process**

A committee will review complete applications. Meeting minimum qualifications does not ensure an interview. Therefore, it is critical that candidates submit a detailed and complete application. The application will be used to assess each candidate’s qualifications and determine the possible match between qualifications and the assignment. A limited number of candidates will be invited for an interview. Interviews are tentatively slated to be held approximately mid-July.

**Please Note:** To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the required qualifications listed.

**How to Apply** Application forms may be obtained through Cabrillo’s web site: www.cabrillo.edu/services/hr/apps/index.html OR from the address below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
**OR Fax** to (831) 477-3545

(E-mail transmittals and postmarks are not accepted)

To be considered, each candidate **MUST SUBMIT**:

1) Completed and signed Cabrillo College application.
2) A cover letter clearly identifying the following:
   - your area(s) of expertise with the health care industry, physician’s office, clinics or hospital;
   - clearly outlined summary of how you meet the stated “qualifications and desirable requirements” for the position; and
   - your understanding of the mission and philosophy of the California Community College System.
3) Job-related resume.
4) Verification of educational qualifications (**Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant**):
   - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of teaching credential, front and back (if applicable).
5) Three (3) recent job-related letters of recommendation which address the candidate’s ability to perform the duties of this position.
6) Copy of AAMA or AMT certification or a statement as to when then applicant will obtain this certification.
7) Documentation which clearly addresses:
   - Three (3) years work experience in healthcare, including forty (40) hours experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants.
• One year teaching experience in postsecondary and/or vocational/technical education.
• Minimum of ten (10) hours of instruction, including both education theory and techniques, but not limited to topics such as learning theory, curriculum design, test construction, teaching methodologies, and student assessment techniques which must be documented in one or any combination of the following:
  a) Formal class work as demonstrated on an official transcripts;
  b) Workshops/seminars as documented by a program content outline and certificate of completion, including the number of hours completed;
  c) In-service, as documented by a content outline and proof of successful completion, including number of hours completed.

8) Supplemental Application for Equivalency Determination and supporting documentation. (This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential.)

9) Criminal History Inquiry Supplemental form.

If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current Tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline All application materials MUST be received in the Human Resources Department by 4:00 p.m., Tuesday, June 29, 2010. (E-mail transmissions and postmarks will NOT be accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.