

EMPLOYMENT OPPORTUNITY



LAKESHORE TECHNICAL COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGION, SEX, DISABILITY, AGE, SEXUAL ORIENTATION, GENETIC TESTING, LACK OF ENGLISH SKILLS, ARREST OR CONVICTION RECORD, POLITICAL AFFILIATION, VETERAN STATUS, PARENTAL STATUS, MARITAL STATUS, PREGNANCY OR OTHER PROTECTED CATEGORIES, IN ITS SERVICES, EMPLOYMENT, PROGRAMS, AND/OR EDUCATIONAL PROGRAMS AND ACTIVITIES, INCLUDING BUT NOT LIMITED TO ADMISSIONS, ACCESS AND PARTICIPATION. THE COLLEGE ATTEMPTS TO BE IN COMPLIANCE WITH ALL FEDERAL LAWS INCLUDING BUT NOT LIMITED TO TITLE IX & SECTION 504. INQUIRIES REGARDING NONDISCRIMINATION POLICIES ARE HANDLED BY THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES/AFFIRMATIVE ACTION OFFICER, 1290 NORTH AVENUE, CLEVELAND WI 53015, PHONE 920.693.1139 OR 888.468.6582, EXT. 1139.

LAKESHORE TECHNICAL COLLEGE PROVIDES REASONABLE ACCOMMODATIONS TO ASSIST PERSONS WITH DISABILITIES TO ACCESS OR PARTICIPATE IN ITS PROGRAMS OR ACTIVITIES. PERSONS REQUIRING ACCOMMODATION TO ACCESS THE COLLEGE'S PROGRAMS, SERVICES, AND/OR EMPLOYMENT SHOULD CALL LTC AT 920.693.1000 OR 888.GO TO LTC (888.468.6582), OR TTY 711.

TELEPHONE: 1.888.GOTOLTC

WEBSITE: WWW.GOTOLTC.EDU

Job Title: Medical Assistant Program Instructor (Full-Time)

Salary Expectation: Annual Salary - \$68,989 to \$71,576

(Note: If the successful candidate hired does not meet the educational requirements, the position may be offered at a different salary, per the full-time faculty salary schedule.)

Reports To: Dean of Health and Human Services

Location: Lakeshore Technical College – Cleveland, Wisconsin

Employment and Work Schedule: Contract Dates: July 1 – June 30 (Year round)

New Professional Staff Orientation

Flexible day/evening/weekend hours based upon the needs of the college

Purpose

Provide instruction to students in the Medical Assistant program at Lakeshore Technical College. Responsible for placing learning first and providing educational experiences for learners in various formats, schedules, and in various places in accordance with the mission of the college inclusive of: facilitating learning, assessing student performance, as well as instruction and outcomes, developing and maintaining current/relevant course materials, and communicating with the community, other schools, the college, the division, and team members. Teaching/training in business and industry may be assigned. Provide Five Star Service throughout all customer interactions.

Job Description

Manage the Learning Environment

- Integrate learning theories and models into curriculum design. Update curriculum appropriately in WIDs/Blackboard according to the college schedule.
- Facilitate optimal learning through integration of technology and utilization of appropriate delivery methods. Encourage the engagement of students and reflect learning style theories.
- Evaluate student learning based on course competencies employing formative and summative strategies. Provide constructive and timely feedback aimed at learner development.

Enhance Student Success

- Modify teaching and learning based upon course instructor feedback, assessment results and curricular changes to improve student success.
- Create an inclusive, effective learning environment that addresses barriers and provides reasonable accommodations.
- Advise students in ways that foster the development of the whole student and encourages persistence and timely completion of a certificate, diploma or degree.
- Effectively utilize a variety of data analysis tools to assess the course or program.

Pursue Professional Development

- Continually advance substantive subject matter knowledge (theories, facts and skills) in core and related areas. Maintain licensures and certifications, seeks opportunities to complete additional credentials, such as: industry recognized certifications, workshops, certificates, etc.
- Advance knowledge of teaching and learning a variety of delivery methods. Maintain compliance with LTC's model of the Wisconsin Technical College System Faculty Quality Assurance System (FQAS).
- Actively contributes to the college community through participation in committees, initiatives and events. Proactively represents the College in the community through service.

(Over...)

WWW.GOTOLTC.EDU

Women, Minorities, and Persons with Disabilities Are Encouraged To Apply

Position #: 00010377, Faculty Market Group 2, Level B

Employment Opportunity: Medical Assistant Program Instructor (Full-Time)

(Continued...)

Qualifications*

- Bachelor's degree from an institution accredited by an agency recognized by the U.S. Secretary of Education.
- Must have a current Medical Assistant registration or certification through a national recognized and accredited certifying agency such as the AAMA or AMT (Ex. CMA or RMA).
- A minimum of three years' teaching or occupational experience in the subject field required.

Other Qualifications*

- Two years teaching experience desirable.
- Experience with computer assisted instruction and software, including MS Office products.
- Working knowledge of PC software in a windows environment.
- Experience desired in delivering instruction by alternative methods such as instructional television or online.
- Possess excellent classroom delivery skills, which encourages success and participation on the part of students.
- Must be innovative and able to collaborate with other staff in developing curriculum for classroom instruction.
- Must be well motivated and have a strong interest in contributing to the success of the college.
- Positive human relations and effective written and oral communication skills essential.
- Exemplify college values in all staff and student interactions as well as services delivered.
- Ability to establish and maintain effective working relationships and relate successfully with staff, students, and citizens of diverse cultural, social or educational backgrounds.
- Fluent, bilingual individual is beneficial.

**Note: Meeting the minimum requirements does not guarantee an interview for a position.*

Conditions of Employment

- Employment is conditional on compliance with state statute regarding the completion of a Caregiver Background Information Disclosure and the results acceptable to the clinical agencies accessed in the curriculum.
- Must meet and maintain Faculty Quality Assurance System (FQAS) requirements.

Benefits

Health Insurance	Employee Assistance Program (EAP)	Health Reimbursement Account (HRA)
Dental Insurance	Paid Leave of Absence (PLOA)	Flexible Spending Program
Vision Insurance	Professional Development	On-Site Child Care
Long Term Disability	Tuition Reimbursement	Wellness/Fitness Center
Life Insurance	Holidays	
Wisconsin Retirement System (WRS)		

Recruitment Period

Beginning: Tuesday, December 22, 2020

Closing: Applications will be accepted online until the position is filled; however, to ensure full consideration, application materials should be submitted for receipt no later than **Friday, January 8th, 2021.**

Online Application Process

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College. To access the online application, visit www.gotoltc.edu, navigate to 'Just for You' and click on 'Job Seekers', choose 'View Employment Opportunities', and click on 'Goto my profile' located in the upper right corner of the page to access or create a new account login and to apply for the position. For additional assistance, please contact Human Resources.