



Example of Medical Instructor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of medical instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical instructor

- Devises written lesson plans and implements them through lecture, demonstration, discussion
- Maintain accurate attendance rosters
- Plan, organize, schedule, and teach courses in the Medical Assisting program
- Supervise students in the classroom and in laboratory settings
- Participate in appropriate staff development activities
- Develop and evaluate instructional plans
- Direct and assess students' progress in achieving required competencies and learning objectives
- Handle administrative responsibilities related to scheduling/teaching courses and performance requirements of the program
- Gather data and reports in a timely manner for SLO and Annual plans
- Advise students in the Medical Assisting program

Qualifications for medical instructor

- Current certification in CMA, RMA, CCSP, CCS, RHIA or RHIT is preferred
- Bachelor's degree in a related area required, Master's degree preferred
- Knowledge of practical training techniques
- Interpersonal and written communication skills
- Strong written and verbal communication skills with multiple levels of leadership

