

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

POSITION: ETI MEDICAL INSTRUCTOR

PURPOSE: Teach medical terminology, insurance, billing and/or coding classes

QUALIFICATIONS

Education: Associate degree in medical field

Experience: Three years experience in medical field, preferably two years of instruction

Skills, Abilities, and Knowledge:

- a. Ability to develop lesson plans for various medical courses
- b. Ability to present information in a classroom setting
- c. Ability to maintain confidentiality
- d. Excellent interpersonal skills
- e. Effective oral and written communication skills
- f. Prepare and grade tests
- g. Basic computer knowledge, skills, and operations
- h. Machine operation including overhead, LCD panel, photocopier, and dictation machines

REPORTS TO: Director of Education

SUPERVISES: None

JOB REQUIREMENTS:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently to constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Some driving and potential eye strain

Must possess a valid PA driver's license.

RESPONSIBILITIES: Duties may include any or all of the following: This list is intended to be representative.

- 01.** Prepare and plan for classroom instruction and curriculum
- 02.** Test, evaluate, and critique clients' knowledge and classroom activity
- 03.** Maintain student files and prepare progress reports
- 04.** Attend seminars and meetings as required
- 05.** Complete forms, time cards, and other paperwork as required
- 06.** Assist in special projects or assignments as directed
- 07.** Submit grades and reports within required timeframe

PAY GRADE: E