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**Position:** Certified Medical Assistant Instructor  
**Location:** 4 Science Park, New Haven, Connecticut  
**FLSA Status:** Non-Exempt  
**Hours:** Full-Time  
**Reports to:** Director of Programs  
**Salary Range:** \$60-65k

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**Overview:**

The Connecticut Center for Arts and Technology (ConnCAT) is a nonprofit organization based in the Newhallville section of New Haven. Our mission is to inspire, motivate, and prepare youth and adults for educational and career advancement.

**Summary:**

We are seeking a dedicated and knowledgeable Medical Assistant Instructor to join our team. The ideal candidate will have a passion for teaching and a deep understanding of medical assistance practices. As an instructor, you will be responsible for delivering high-quality instruction, guiding, and mentoring students, and contributing to the development of our medical assistant program. Job begins January 2024.

Duties:

- Develop, deliver, and maintain comprehensive lesson plans and instructional materials for medical assistant courses.
- Conduct engaging and informative classroom lectures, discussions, and hands-on demonstrations by following current course outline
- Create and administer assessments, exams, and assignments to evaluate student progress.
- Grade assignments and homework in a timely manner
- Provide constructive feedback and guidance to students to enhance their learning experience and skill development.
- Monitor student attendance and retention, and document as required.
- Ensure students follow the curriculum daily.
- Provide the Program Director with current textbooks, supply and equipment needs.
- Stay updated with industry trends, advancements, and best practices in medical assisting.
- Collaborate with other instructors, staff, and stakeholders to improve curriculum and teaching methodologies.
- Foster a positive and inclusive learning environment that encourages student participation and success.
- Attend all scheduled mandatory meetings.
- Perform other duties as required and assigned.

Qualifications:

- Minimum of 2-3 years' experience working as a Medical Assistant.
- Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), NCMA (National Certified Medical Assistant) or CCMA (Certified Clinical Medical Assistant) credential preferred.
- Previous teaching or instructional experience is highly desirable.
- Strong communication and interpersonal skills.
- Proficiency in utilizing educational technologies and tools.
- Knowledge of curriculum development and instructional design principles.
- Adaptability and willingness to tailor teaching methods to diverse learning styles.
- Commitment to maintaining a supportive and respectful learning environment.

Education:

- Bachelor's degree in a related field (preferred).
- Teaching certification or relevant teaching experience.

Please submit your resume, cover letter, and any relevant certifications or teaching portfolio to [hr@conncat.org](mailto:hr@conncat.org)

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***