

**Western Maricopa Education Center | District #402****Job Description**

**Job Title:** Adult Medical Billing & Coding Instructor

**Supervisor:** Campus Administrator Evening Adult Education Coordinator

**Terms of Employment:** Evenings, Monday – Thursday, 5:45 pm – 9:45 pm

**Salary Range:** \$29 hour

**Location:** West-MEC SW Campus  
500 N. Verrado Way  
Buckeye, AZ 85396

**Essential Duties and Responsibilities:**

- Prepares students for jobs in Medical Billing and Coding
- Ensure curriculum is current with industry standards. Works with professional organizations associated with Medical Billing and Coding.
- Use student data to drive instructional practices
- Assists with curriculum development instruction and participates in program reviews
- Designs, differentiates and delivers instruction that advances student learning
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Assesses student progress towards learning objectives, expectations and goals
- Collaborates with all instructional staff to improve the overall quality of student outcomes and achieving established learning objectives
- Prepares a variety of written materials to document student progress and meet mandated requirements
- Monitors students in a variety of educational environments to provide a safe and positive learning environment
- Participates in a variety of meetings and professional development activities
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Provide a positive learning environment/maintains effective classroom management for students
- Facilitate the on-going refinement of curricula, based on assessment results and program data, to successfully promote continuous program improvement
- Establish and maintain good rapport with community partnership and employees
- Attends district meetings
- Performs other related duties, as assigned, for the purpose of strengthening the program

**Knowledge and Skills:**

- 3 or more years' experience in teaching or related work experience in Medical Billing and Coding industry
- Current industry licensure (CPC, CBCS, RHIT, CMAA, etc.) is preferred
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Knowledge of industry training practices and instructional strategies that support the diverse learning needs of students
- Ability to use tools and equipment related to area of instruction
- Ability to use appropriate technology and able to use as an integral part of instruction
- Willingness to work with high school students and adults
- Demonstrate strong organizational and communication skills

**Qualifications:**

- Maintain a high level of ethical behavior and confidentiality of information
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
- Work evening hours with some afternoon meetings

**Start Date:** July/August, 2017

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.