

Job Title: Biomedical Science Instructor

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: \$65,650 - \$90,900 (Annually)

Location: Northwest Campus
13201 W Grand Ave
Surprise, AZ 85374

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Prepares students for jobs in Biomedical Science
- Use student data to drive instructional practices
- Assists with curriculum development instruction and participates in program reviews
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, prepares labs for instructional purposes, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Partners with instructional team leaders for planning, implementation, and reflection on instruction
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Assesses student progress towards objectives, expectations, and/ or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
- Identifies and develops a variety of work-based learning opportunities for students
- Engages students in leadership development by serving as an advisor for Career Technical Student Organization (CTSO)
- Assists students to complete service learning projects and program fundraising events
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Communicates student progress and behaviors with parents and/ or legal guardians

- Establishes and maintains a good rapport with community partners and advisory councils
- Develops and implements a rigorous lab safety program
- Directs advisory meetings for the Biomedical program
- Reports student enrollment data
- Attends district meetings
- Performs other related duties as assigned to strengthen the program

Knowledge and Skills:

- Degree or certificate in Biomedical Science/ Biotechnology Assistant, Health Sciences, Biology, or Chemistry with a background in Healthcare
- 3-5 years' experience in teaching or related work experience
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Ensures curriculum is current with industry standards
- Knowledge of safety and/ or sanitation procedures appropriate to the field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment
- Ability to use tools and equipment related to the area of instruction
- Ability to use appropriate technology and able to use it as an integral part of instruction
- Ability to provide content knowledge and skills in biomedical sciences and related professions
- Ability to align curriculum to targeted industry certification exams
- Willingness to work with high school youth and adults
- Demonstrate strong organizational and communication skills
- Able to work afternoon and evening

Requirements:

- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate
- Ability to work toward acquiring a Maricopa Community College Dual Enrollment Certification
- Maintains industry related certification
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: June 2024

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

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

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