

# Pioneer Adult Education Medical Assisting Instructor

## PIONEER CAREER AND TECHNOLOGY CENTER

### POSITION VACANCY

<b>POSTING DATE:</b>	February 26, 2024
<b>POSITION:</b>	Medical Assisting Instructor, Adult
<b>REPORTS TO:</b>	Assistant Director, Adult Education
<b>MINIMUM REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• 5 years work experience/education in Medical Assisting or related field</li><li>• Ability to earn or currently hold an Ohio Adult Education Permit</li><li>• Successful BCI/FBI screening</li></ul>
<b>QUALIFICATIONS:</b>	The ideal candidate should possess, at minimum, the following: <ul style="list-style-type: none"><li>• Comprehensive knowledge of Medical Assisting field and skills</li><li>• Knowledge of Career Technical Education</li><li>• Interest in working with students at varying educational levels</li><li>• Organizational, communication and time management skills</li><li>• Technology skills including email and Microsoft Office</li></ul>
<b>WORK YEAR:</b>	2024-2025 school year, Monday-Thursday 5pm-9pm
<b>SALARY:</b>	Commensurate with certification/licensure and experience
<b>BENEFITS:</b>	In accordance with Pioneer's Master Agreement
<b>STARTING DATE:</b>	August 2024
<b>APPLICATION PROCEDURE:</b>	Applicants must submit the following: <ul style="list-style-type: none"><li>• Letter of application</li><li>• Resume</li><li>• Pioneer certificated application (fill out at <a href="http://www.pctc.k12.oh.us">www.pctc.k12.oh.us</a>)</li><li>• Copy of teaching certificate/license if previously obtained</li><li>• Copy of BCI/FBI if previously obtained</li></ul>
<b>SUBMIT APPLICATION MATERIALS BY</b>          <b>Open until filled</b>	For questions or more information, call Don Paullin at 419-347-7744, ext. 42302, or email <a href="mailto:paullin.donald@pioneerctc.edu">paullin.donald@pioneerctc.edu</a>  Application materials should be submitted to:  Greg Nickoli, Superintendent  Pioneer Career and Technology Center  27 Ryan Road  Shelby, OH 44875  Fax: 419-347-4977  Website: <a href="http://www.go2pioneer.com">www.go2pioneer.com</a>

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