| Date | Position # | Position Title  | reports to: |
| --- | --- | --- | --- |
| 11/22/2023 | PFMEDA | Adjunct Instructor – Medical Assistant | FA9820 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Health & Human Services | Medical Assistant | Pay Based on PT Salary Schedule | 25-1000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
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| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] \_12\_ Hrs/Week | **Pooled Position:** [x]  | 10 **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Adjunct (part-time) faculty in this position teach courses in didactic, lab, and externship formats at all levels of Medical Assistant training. Depending upon program needs and the candidate’s qualifications, teaching assignments will be primarily on LCC’s downtown Lansing campus with the possibility of Livingston campus, Clinical sites, and/or online assignments. **An on-campus presence and traditional in-person teaching is required.** Adjunct faculty are expected to work collaboratively with senior department faculty, department coordinators, and the Program Director to develop course content consistent with official course syllabi and national standards. Duties include planning & preparation of course materials, delivery of instruction to students, assessment and grading, and assisting students outside of class. Additional responsibilities may include participation in course assessment, department/program meetings, advisory board meetings, professional development activities, and other duties as needed. **Faculty must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy.****Part-time Teaching Faculty Assignments/Workload** Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits: a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours. c. Increases in workload will not change the part-time status of bargaining unit members.P**rofessional Activities and Duties**In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc., provided their workload does not regularly exceed the nominal equivalent of twenty-eight (28) clock hours per week or 1456 clock hours in an academic year. Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.**General Adjunct Instructor Requirements:**Primary duty and responsibility of teaching students in instructional settings; Functioning as the principal source of instruction and the faculty of record in the instructional setting for a course, class, workshop, etc., offered for academic credit (i.e., designated by the College as responsible for the course, class, workshop, etc., including assigning the grade); and Being responsible for curriculum planning and development; preparation and delivery of course content in accordance with student needs; comprehensive assessment and grading in the assigned course, class, workshop, etc., offered for academic credit. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 40 | 1 | **Instruction** – Provides instruction using appropriate pedagogy and educational technology. |
| 20 | 2 | **Development & Planning** – Develops and prepares course content consistent with official class syllabi and program outcomes. Ensures implementation of established curriculum. Updates and submits section syllabi on time. Maintains D2L course sites.  |
| 15 | 3 | **Student Support** – Supports student success by maintaining regular office hours outside of class, and mentoring and advising students. Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom**.** Submits enrollment verifications on time. Maintains knowledge of College resources and makes proper referrals to promote student success.  |
| 10 | 4 | **Assess** – Assess learning utilizing varied instructional modes and using evaluation methods consistent with official course syllabi. Submits course evaluations, grades, and gradebooks on time and according to program and College standards. Participates in end-of-semester assessment (required in certain courses).  |
| 5 | 5 | **Support of Program Initiatives** – Collaborate in the preparation and collection of data for state and accrediting agencies. Participate in curriculum development, community service, and student recruitment activities.  |
| 5 | 6 | **Support of College Initiatives** – Is fully committed to the mission and values of Lansing Community College and actively participates in College and program initiatives. Completes required College trainings on time. |
| 5 | 7 | **Professional Growth** – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. **Maintains required certifications and other minimum qualification needed to teach in** **the area.**  |
|  | 8 | Type here |
|  | 9 | Type here |
|  | 10 | Type here |

| **teaching faculty student consultation/office hours:**  |
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| Teaching Faculty student consultation/office hours will be a minimum of one-quarter (¼) hour consultation per week per one (1) teaching workload hour of assigned classes. Scheduling will be the responsibility of the individual teaching faculty, while taking into account the needs of the students, the department, and the College. Teaching Faculty with face-to-face teaching assignments must be available for face-to-face student consultation/office hours at or near the location where the course is taught provided suitable space is available. Teaching Faculty with online teaching assignments must be available online for student consultation/office hours for those courses. Teaching Faculty with hybrid teaching assignments must be available face-to-face at or near the location where the course is taught, provided suitable space is available, and/or online for student consultation/office hours, as determined by student preferences. **All course section syllabi will contain:** LCC contact information (phone number and/or e-mail address) where students may contact the faculty member and Times, modes, and/or locations available for student consultation/ office hours. Student consultation/office hours will be posted and regularly maintained by each faculty member in the manner established by their program/department pursuant to Article IX. Participation in Governance, and will not be changed without prior written or electronic notice to the supervisor and students. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
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| KNOWLEDGE: Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job* Knowledge and understanding of college departments, procedures, policies, and resources
* Knowledge of college-wide technology systems as well as instruction processes
* Demonstrate knowledge of current trends in teaching and learning within program discipline
* Maintain current knowledge in subject area(s) of instruction.
* Knowledge of medical terminology extremely helpful
* Knowledge of an ability to utilize varied instructional delivery modes

COMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.* Excellent communication and interpersonal skills
* Mediation and conflict resolution skills
* Communicate effectively verbally and in writing
* Ability to interpret and translate information and communicate it to others
* Ability to coordinate groups and effectively work in a team environment
* Effective interaction with students, colleagues, and the public from diverse populations
* Ability to provide exceptional customer service
* Coaching and facilitation skills
* Effective listening skills
* Assure confidentiality of correspondence and student records, etc.
* Foster higher-level learning with an emphasis on analysis, problem solving, and critical thinking

PROBLEM SOLVING: Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.* Ability to plan, prioritize, problem-solve, analyze, make decisions, and balance multiple tasks on a continuing basis
* Ability to work independently and as a team member
* Excellent critical thinking, coaching, facilitation, conflict resolution skills
* Must be able to react quickly and rationally to assist/give direction to administrators, peers, staff, and students with various problems
* Ability to create positive working and learning environment to maximize work effectiveness and employee loyalty
* Ability to meet needs of others
* Ability to analyze data to develop new techniques and processes
* Evaluate program needs and formulate solutions that can be implemented within college systems
* Assess information to find creative solutions and determine appropriate actions
* Conflict resolution skills
* Ability to develop plans that promote the development of higher-order thinking skills in the instructional process

LEADERSHIP: Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.* Demonstrate commitment to outstanding customer service
* Model ethical and professional behavior, including confidentiality of information
* Foster collaboration and cohesiveness among students and other faculty members
* Ensure continued student success and efficient use of limited resources for a college program using planning skills
* Ability to work effectively with a diverse population of students and colleagues.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** Associate’s Degree (or higher) from a regionally accredited college or university **OR** the combination of Medical Assistant certificate from an accredited program plus 3 years of Medical Assistant work experience.
* Current unencumbered certification/license in one of the following; certification must be maintained throughout the duration of employment.
	+ Registered Medical Assistant (RMA) through the American Medical Technologists
	+ Certified Medical Assistant (CMA) through the American Association of Medical Assistants
	+ State of Michigan Registered Nurse (RN) license
* Significant experience working in the Medical Assistant field either in an administrative or direct-patient care role.
* Work experience in an ambulatory medical setting.

**Preferred*** Bachelor’s Degree in Education, Leadership, or related health discipline from a regionally accredited college or university.
* Teaching experience at the college or community college level.
* Course management system (Desire2Learn, Canvas, Blackboard, Angel, etc.) experience.
* Proficiency in Microsoft Office applications, including email, electronic calendars, presentation software, etc.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Mary Pacitto **Supervisor’s Signature:** \_Mary Pacitto\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_11/15/2023\_\_

**Dean/ELT’s Name:** Elizabeth Burger **Dean/ELT’s Signature:** \_\_****\_\_\_\_\_\_\_\_\_\_ **Date:** \_11/15/2023\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_ **Date:** \_11/22/2023\_\_\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PFMEDA **Date:** 11/15/2023 **Supervisor’s Position #:** FA9820

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[x]  Other: Medical equipment and lab supplies

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[ ]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises