



Post: July 12, 2021

**CERTIFICATED VACANCY:**

**POSITION: CERTIFIED MEDICAL ASSISTING (CMA)**

**SCHEDULE: 2021/2022 SCHOOL YEAR**

**24 Hours (FT), Monday – Thursday, 6.5 hours per day, 8 am-3 pm**

**BASIC FUNCTION:**

This course is designed to prepare students to sit for the AAMA National Certification Exam to become a Certified Medical Assistant (AAMA) and to obtain an entry-level position in a medical office. Instruction goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Instruction includes clinical skills such as vital signs, assisting with exams and with minor surgery, basic lab procedures, and performing EKGs, monitoring heart arrhythmias, and performing venipuncture, skin puncture, and injections. The administrative skills include receptionist duties, appointment scheduling, and managing patient records. After the instruction of the classroom portion of this course, instructor will monitor and visit the externship sites. Instruction will prepare students to passing the national exam and students to receive the Certificate of Competency.

This Certified Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). **Instructor will be responsible for maintaining all documentation and paperwork required for the CMA program.**

**RESPONSIBILITIES:**

- Perform the primary role of a leader of learning as assigned.
- Assist in integrating industry and academic standards within curriculum development.
- Provide group and individual instruction utilizing the most effective teaching strategies.
- Assist in recruitment and prepare student for employment or advancement.
- Evaluate student skill competencies and job readiness and maintain accurate student attendance records.
- Manage classroom in such a manner as to ensure an environment conducive to learning.
- Complete and deliver written records and reports as required.
- Participate actively in subject matter advisory committee.
- Keep abreast of current practices and training methods.
- Ability to relate to high-school-age-students and adults.
- Perform other job-related duties as required.

**EXPERIENCE / TRAINING / QUALIFICATIONS:**

Must have a Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching credential, or be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California.



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### Continue Experience /Training /Qualifications

Application processing assistance to obtain a Designated Subjects Career Technical Education Teaching Credential provided for a qualified eligible applicant not holding an appropriate credential.

On-line/hybrid teaching via Zoom and use of Google Classroom is mandatory.

Note: Potential candidates who are considered will be required to participate via a Zoom interview.

### **EXPLANATION & INSTRUCTIONS OF REQUIRED DOCUMENTS FOR APPLICATION PACKETS**

All applicants **must** submit a SoCal ROC CERTIFICATED APPLICATION with resume, transcripts, references, and appropriate licenses and or certificates.

**Application packets may be mailed, scanned, or delivered to the Registration Desk at the Center.**

*If you are missing or waiting for a document, contact Linda Larson @ 310)224-4328.*

*Incomplete application packets may not be accepted.*

### Application packets **MUST** contain:

1. SoCal ROC CERTIFICATED Application

[https://www.socalroc.com/administration/hr/applications/2018-03-28\\_CERT\\_EMPL\\_APP\\_REV-1011\\_TF\\_Master.pdf](https://www.socalroc.com/administration/hr/applications/2018-03-28_CERT_EMPL_APP_REV-1011_TF_Master.pdf)

2. Resume

3. Credentials, as applicable

4. Current licenses/certificates, as applicable

5. Transcripts (Official transcripts required for credentialing)

6. Three to four letters of references **within the last three (3) years**

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SoCal ROC)

2300 CRENSHAW BOULEVARD

Torrance, CA 90501

**Attn: HR / Certified Medical Assistant**

Email/Scan to: [LLarson@scrock.12.ca.us](mailto:LLarson@scrock.12.ca.us)  
[www.socalroc.com](http://www.socalroc.com)

**Questions: 310) 224-4328**

**Fax: 310) 320-1029**

### **SALARY RANGE: \$35.28 - \$42.88 hour**

- Starting placement of salary based on education and work experience
- Education stipend for a Masters or Doctorate degree; requires sealed official transcripts

### **BENEFITS:**

- Sick Time
- Workers' Compensation
- Health Care Stipend & Healthcare Benefits (FT)
- Longevity Stipend (FT)
- Annual Evaluation
- Approved Professional Growth
- APPLE Retirement (PT)
- STRS Retirement (PT or FT Eligibility hours)



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**BENEFITS (Continued)**

- Monday – Thursday Work Week, as applicable
- Free Parking
- Direct Deposit
- Credit Union

**CLOSING DATE: July 30, 2021**

**NOTE:**

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 requires that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.