



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

Job Title: Medical Assisting Teacher

Contract Employee

Work Days: 185 Day Contract (Does not include holidays)

Educational requirements: Hold a current BLS or HeartSaver with AED CPR certification. CCMA, LPN, RN or advanced medical license and Bachelor's Degree is required. Teaching experience is highly recommended.

Licensure: Must hold a valid Health Science Careers Instructors License or be eligible for a teacher's license based on education and work experience. (Eligibility is defined as holding or being eligible for a Workplace Specialist (WS) license by having over 4000-6000 documented hours in the field in the last five years.)

Salary Schedule: The teacher salary is based on teaching and work experience in the field of medical assisting or nursing.

Benefits: Benefits are effective 1st of the month following the first day of employment.

Medical <https://www.msdt.k12.in.us/wp-content/uploads/2023/01/certified-health-rates.pdf>

Dental <https://www.msdt.k12.in.us/wp-content/uploads/2022/12/certified-dental-rates.pdf>

Vision <https://www.msdt.k12.in.us/wp-content/uploads/2022/12/vision-insurance-rates.pdf>

Reports To: The teacher reports to the Director of the career center and/or the Supervisor of Health Science Programs.

General Duties: The Teacher is responsible for teaching groups of students in a

classroom/lab setting, based on a curriculum and supported by instructional materials. The Teacher is responsible for developing daily lesson plans to ensure that the Teacher covers the curricular content in a timely manner throughout the semester or school year. The Teacher uses various instructional methods and techniques to meet the unique needs of the individual students and to assess their learning; the Teacher modifies instruction, re-teaches and remediates to ensure the students' success. The teacher is responsible for monitoring, promoting, and supporting Career-Technical Education by assisting with marketing and public relations as assigned. The teacher will provide daily hall supervision prior to class start and after class dismissal.

Employment Notification: Employment is based on maintaining a substantial enrollment year to year that covers salary and benefits.

PHYSICAL REQUIREMENTS

1. Seldom = Less than 25 %	3. Often = 51 to 75%
2. Occasional = 26 to 50 %	4. Very Frequent = 76 % & above
Ability to stand for extended periods of time (3)	
Ability to carry 25 pounds (2)	
Ability to work at a desk, conference table or in meetings of various configurations (4)	
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)	
Ability to hear and understand speech at normal levels (4)	
Ability to communicate so others will be able to clearly understand a normal conversation (4)	
Ability to operate office equipment (4)	
Ability to reach in all directions (4)	
Amount of force to push / pull up to 15 pounds (3), 25-30 pounds (2), and 50 or more (1)	
Amount to lift 25–30 pounds (2) and 50 or more pounds (1)	
Climbing (1)	

Overhead work (2)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

Twitter: @msdwt_HR

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Website: www.msdwt.k12.in.us

Facebook: Washington Township Schools