



**PART TIME INSTRUCTOR
MEDICAL BILLING AND CODING
DAY and EVENING PROGRAM**

Department: Academic Affairs

Direct Report: Lead Instructor

Indirect Report: Campus Director

Hours: Day Program 7:45 AM – 1:30 PM (Classes run 8:00 AM – 1:10 PM)
Evening Program 5:45 PM – 10:15 PM (Classes run 6:00 PM – 10:00 PM)

Location: Lower Burrell Campus

Career Training Academy is seeking part-time instructors for the Medical Billing and Coding program. The Mission of Career Training Academy is to provide an educational environment that enhances learning and personal enrichment of all students. Our methods are both unique and traditional, in that we employ new techniques to learning, while providing a curriculum designed to meet career goals and industry needs. Our campuses offer Diploma and occupational Specialized Associate degree programs.

Position Summary:

Responsible for instructing and facilitating meaningful learning of the course competencies and curriculum. Supports all facets of the learning environment as demonstrated by institutionally prescribed curriculum and learning assessments. Through preparation and learner centered instruction, delivers career education that will support graduates in meeting the evolving needs of the employment market. Fosters a culture of learning that encourages and values mutual responsibility and respect, ethics, life-long learning, diversity, and professional and personal development.

Key Job Elements: includes but are not limited to the following:

- Perform the duties and responsibilities that complement the mission and vision of Career Training Academy (CTA).
- Instruct assigned courses in accordance with course competencies/ objectives, and instructional materials as defined by the syllabus.
- Utilizes unit and daily lesson plans.
- Relate industry experience to learning.
- Working knowledge of ICD-9 and ICD-10 standards
- Practical work experience with electronic health records
- Adequately prepare for class; review all course materials and lessons.
- Deliver learner-centered instruction.
- Manage the classroom environment.
- Encourage student success.
- Identify and refer at-risk students to specific academic support resources.

- Actively engages in retention activities including documented student mentoring activities and communication.
- Provide assistance to students who require special attention through tutorial assistance.
- Record and maintain accurate student attendance and grades records.
- Complete grade reports and final grade sheets, learning assessments, final examination assessments by established deadline(s)
- Possess awareness of the school catalog, faculty handbook, and understand all the procedures and expectations, and policies stated therein.
- Respond to student questions in a timely manner.
- Assist academic leadership in program evaluation, review, and revision when requested.
- Participate in new faculty on-boarding and ongoing in-service faculty development activities, and discipline specific professional development.
- Mentor new faculty as needed.
- Responsible for maintaining credentials as required by accrediting councils/agencies and regulatory bodies.

Educational/Experience Certification Requirements:

- Must possess a minimum of three (3) years of occupational (i.e., practical) experience within the last five years in the subject field in which they teach.
- NCCT, CPC, CCS, or CMRS certification preferred.
- Additional requirements driven by state licensing or accreditation considerations may apply.
- Candidate must have obtained at least a conferred (Associate's) Degree from an accredited U.S. college/university. Prefer candidates with a conferred Bachelor's Degree from a regionally accredited U.S. college or university.
- Post-secondary teaching experience preferred.
- Ability to organize, problem solve, handle multiple tasks, and function as a team member within established school, state, federal, and accrediting agency regulations, policies, and procedures.
- Candidates are required to submit a resume and/or curriculum vita and copies of official transcripts for all degrees earned with their application.
- Satisfactory completion of a background check also required.

This position will remain open until filled. To ensure consideration for an interview, please submit your completed application and resume to hr@careerta.edu. Career Training Academy cannot guarantee that application materials not received by this email will be considered or reviewed.

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