

**Part-Time Health Information Technology Instructor (Pool)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229790>

Downloaded On: May. 18, 2024 8:32pm

Posted Jan. 31, 2024, set to expire May 29, 2024

<b>Job Title</b>	Part-Time Health Information Technology Instructor (Pool)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Health Sciences
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4978682">https://apptrkr.com/4978682</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Part-Time Health Information Technology Instructor (Pool)**

**West Valley-Mission Community College District**

Closing Date:

**Definition:**

PART-TIME, ASSOCIATE FACULTY POOL

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Applications for Part-Time, Associate Faculty pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

### **Assignment:**

This position is a part-time position as an Associate Instructor. We are looking for someone to teach hybrid (combination of online and in-person) Health Information Technology course as part of the dual enrollment program in spring 2022 .

The skills that will be necessary include Insurance Billing, Electronic Medical Records, Medical Administrative Procedures, Sterile Technique, Medical Office Surgical Procedures, Electrocardiography, Injections, Medication Dose Calculations, Pharmacology, Blood Draw/Venipuncture, Microscopy, Urinalysis, Specimen Collection, Vital Signs, and Visual Acuity.

The teaching assignment may require teaching lecture-discussion courses during day, evening or on Saturday and/or in an on-line/distance education format. The assignments are as needed, during Spring, Summer, and/or Fall semesters. This position is represented by the West Valley-Mission Federation of Teachers (WVMFT / AFT Local 6554).

Work location: West Valley College, Saratoga, CA

### **Salary and Benefits:**

Salary is based on a percentage of workload, up to a maximum of 67% of a full-time load. Salary is prorated based on an initial hiring salary range of \$34,143 - \$49,337 per semester; and is based on academic achievement, teaching and related experience.

### **Minimum Qualifications:**

1. Education - Possess any one of the following:
  - Any associates degree AND 6 years relevant professional experience, OR
  - Any bachelors degree AND 2 years relevant professional experience.
2. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

### **Examples of Duties and Responsibilities:**

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Instructional duties and assignments may consist of one or more of the following:

- Provide instruction for assigned courses. This includes preparation for in-class or on-line/distance education activities, evaluation of students work, consultation with students outside of class and/or on-line, maintenance of currency in the subjects taught.
- Maintain accurate class and other records required by the college.
- Submit, when due, attendance rosters and grade reports.
- Follow course outlines as filed in the instruction offices.
- Maintain office hours each week, at .5 hours per week per section.
- Observe, support and enforce the regulations, policies and programs of the District and college.
- Provide each student with a written course syllabus at the beginning of the course, as per instructions in the Faculty Handbook.
- Refer students to appropriate college sources for information on counseling and other student services.
- Assist students by providing advice on requirements for successful achievement in the members area of expertise.
- Work cooperatively within the college community.
- Foster an environment that protects academic freedom within the college community.
- Foster a positive working environment that is free from harassment, prejudice and/or bias.
- Demonstrate a respect for the dignity of each individual.

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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**Contact**

N/A

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