

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Certificated

POSITION: Health Occupation Teacher

DEPARTMENT: Curriculum and Instruction

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate in Medical Assisting (4125).
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Knowledge of Career Technical Education.
4. Demonstrate leadership skills and serve as Medical Arts Academy Facilitator.
5. Strong knowledge of medical sciences, healthcare practices, and industry standards.
6. Strong interpersonal and communication skills.
7. Ability to inspire and motivate students to excel academically and pursue careers in healthcare.
8. The qualifications above indicate minimum qualifications.
9. A candidate's qualifications will be evaluated on the basis of their experience and/or education.

REPORTS TO: Building Principal

OVERALL RESPONSIBILITY:

Provides instruction to students in various aspects of medical sciences, healthcare practices, and allied health professions. Responsible for designing and implementing curriculum, teaching lessons, and assessing student progress in medical-related subjects. This role encompasses a blend of theoretical instruction, practical skills development, and fostering a professional mindset among students aspiring to pursue careers in healthcare.

ESSENTIAL AREAS OF RESPONSIBILITY:

1. Instruction Delivery: Deliver high-quality whole group, small, group, and individualized instruction, demonstrations, discussions, and interactive activities to facilitate student learning and comprehension of medical concepts and practices.

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2. **Practical Training:** Organize and conduct hands-on practical sessions, laboratory exercises, and clinical simulations to help students acquire essential skills such as patient assessment, diagnostic techniques, first aid, medical procedures, and use of medical equipment. Ensure Medical Arts Academy students meet course requirements.
3. **Assessment and Feedback:** Administer assessments, quizzes, exams, projects, and industry assessment to evaluate student understanding and skill proficiency. Provide constructive feedback to students to guide their learning and development toward earning industry valued credentials.
4. **Classroom Management:** Maintain a positive and inclusive learning environment conducive to academic growth and professional development. Manage classroom dynamics, student behavior, and disciplinary issues effectively.
5. **Integration of Technology:** Incorporate educational technology tools, multimedia resources, and simulation software into teaching practices to enhance learning experiences and engagement among students. Ability to utilize technological resources such as medical simulators and Oxford virtual labs.
6. **Professional Development:** Stay updated with advancements in medical sciences, healthcare practices, and educational methodologies through continuous professional development activities, workshops, and conferences.
7. **Collaboration:** Collaborate with colleagues, administration, healthcare professionals, industry partners, and educational institutions to enrich the learning experience, facilitate interdisciplinary learning, and establish industry connections for student internships and placements. Facilitate community partnerships with healthcare facilities to provide field experience for students. (i.e. Deborah Hospital, Aspen Hills Healthcare Center)
8. **Student Support:** Provide academic guidance, mentorship, and career counseling to students interested in pursuing careers in healthcare. Offer support services to address individual learning needs and challenges.
9. **Administrative Tasks:** Perform administrative duties such as maintaining records of student attendance, grades, and performance assessments. Participate in faculty meetings, curriculum planning sessions, and other school-related activities.
10. Collaborate with the American Heart Association for CPR training/certification.
11. Coordinate Medical Arts Advisory board meetings two times a year with community partnerships.

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TERMS OF EMPLOYMENT:

10-month contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township School District as needs necessitate. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance will be evaluated in accordance with the Board's policies and procedures.

Adopted by: Pemberton Township Board of Education

Date: March 21, 2024

REVISED: October 16, 2025