



St. Charles School District

400 North 6th Street – St. Charles, MO 63301
636-443-4004

November 10, 2025

Health Occupations/Medical Assistant Instructor Lewis & Clark Career Center

Responsibilities include, but are not limited to:

- Maintain good public relations with the community
- Maintain an active advisory committee
- Formulate and utilize instructional objectives to prepare students for the world of work
- Select instructional materials and activities appropriate to the needs and objectives
- Maintain a class atmosphere and student behavior appropriate to the instructional task
- Evaluate current instructional program
- Monitor student progress and communicate student progress
- Develop a positive relationship with students and parents
- Continue professional development to stay current with the changing industry and meet certification requirements
- Perform other duties as assigned by director

Qualifications:

- Eligible for Missouri Vocational Teachers Certification
- Must possess a minimum of two years within the last five years of directly-related occupational experience, or have other experience that contributes directly to the competency required in the occupation being taught.
- Must possess a valid Medical Assistant license.
- Teachers who will be teaching in a professionally-licensed occupation must be currently licensed and maintain licensure in that occupation.

Terms of employment:

Full-time position

Start Date:

As soon as possible

Salary:

Commensurate with Education and Experience

Application: Only on-line applications will be accepted. Visit the district's website at www.stcharlessd.org and click on the appropriate link to apply. You will be asked to upload the following: A letter of interest, at least three current reference letters, a resume' including education, certification and experience. Information regarding Missouri Teacher Certification may be obtained at the Department of Elementary and Secondary Education website: dese.mo.gov.

Internal Candidates (District Employees) are not required to submit letters of references. Please submit transcripts and certification if current copies are not on file with District.