



Date Adopted: 9/7/10

Salary Schedule: 4

## **Job Description      TEACHER, ADULT EDUCATION MEDICAL BILLING/CODING SPECIALIST**

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### **BASIC FUNCTION**

Under direction of the Principal of Adult Education, the Adult Education Teacher will instruct and provide related services to adult students attending the Twin Rivers Adult School, Billing and Coding Specialist program.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Provides learning experiences in the correct use of terminology, software, coding and billing practices utilizing a course of study adopted by the Board of Trustees
- In keeping with district and State of California guidelines, conducts hands-on training with large and small groups and individual adult learners
- Adapts training methods to the needs of adult learners with diverse cultural backgrounds and varying intellectual abilities and attitudes
- Develops and uses a variety of instructional materials suitable for verbal, visual, and hands-on instruction of adult learners with a wide range of mental, physical, and emotional maturities
- Establishes and maintains standards of student behavior needed to achieve effective participation in all activities
- Evaluates achievement of students and keeps appropriate records
- Identifies students' needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems
- Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities
- Prepares materials for classroom use
- May select and requisition books, instructional materials and supplies
- Enters attendance in a timely manner and maintains other accounting records and business services as required
- Attends staff meetings and participates in faculty committees as needed
- Participates in curriculum and other development of CTE programs within the school and or district level
- Performs other related duties as required

## **QUALIFICATIONS**

### *Ability to:*

(Consideration will be given to reasonable accommodation for the following physical requirements):

- Sufficient vision to read printed materials
- Sufficient hearing to conduct in person and telephone conversations
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and when addressing large and small groups
- Skill in working with adult learners
- Sufficient mobility to move about the school from one site to another
- Ability to maintain open communication and encourage questions and problem solving
- Ability to establish and maintain cooperative working relationships

## **EXPERIENCE & EDUCATION**

Possession of a High School Diploma or GED

Minimum 3 years experience working as a Billing and Coding Specialist or Technician

Maintain status as a Certified Professional Coder

Prior teaching experience preferred

## **CREDENTIAL**

Appropriate, valid California Standard Designated Subjects Teaching Credential authorizing Billing and coding, and medical occupations instruction.

## **WORKING CONDITIONS**

### ***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

### ***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to.

Ability to perform the various physical tasks included in the instructional program

Hearing and vision, with correction, within normal range

Sufficient stamina to remain active and energetic throughout the training day

Freedom from any disability that would limit or impair performance of the teaching duties and responsibilities required of this position

### ***Hazards:***

None identified.