

**WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402****Job Description**

<b>Job Title:</b>	Adult ED Pharmacy Technician Instructor
<b>Supervisor:</b>	Campus Administrator   Evening Adult Coordinator
<b>Terms of Employment:</b>	Evenings, Monday – Thursday, 5:45 pm to 9:45 pm
<b>Salary Range:</b>	\$29/hour
<b>Location:</b>	West-MEC Northeast Campus 1617 W. Williams Dr. Phoenix, AZ 85027

**Essential Duties and Responsibilities:**

- Provides instruction to improve student achievement in the Pharmacy Technician Program
- Establish, provide and maintain an effective learning climate in the Pharmacy Technician Program
- Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develop a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Train students in practices of the retail and hospital pharmacies settings
- Instruct in medical theory and Pharmacy lab work as set forth in the curriculum to earn certificate of completion
- Instruct students in the Pharmacy lab in filling prescriptions, mock pharmacy practices, translating prescriptions, inventory skills, retail product and IV bag labeling
- Assist students with medical terminology exercises and medication workbook
- Assess student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Report student enrollment data (e.g. attendance, grades, etc.)
- Manage student behavior in a variety of educational environments by providing a safe and positive learning environment
- Assist students to complete service learning projects, as applicable
- Collaborate with all instruction staff to improve the overall quality of student outcomes and meet mandated requirements
- Facilitate the on-going refinement of curricula, based on assessment results, program data, and industry needs to successfully promote continuous program improvement
- Establish and maintain a good rapport with community partners and advisory councils
- Perform other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- Teaching experience with adults or high school students preferred
- Knowledge of applicable Federal, State, County and City statutes, rules, policies and procedures
- Knowledge of applicable West-MEC District and departmental policies and procedures
- Working knowledge of appropriate teaching strategies and methods
- Working knowledge of enhanced classroom instruction and delivery of curriculum
- Ability to provide instructional leadership
- Working knowledge in operating a personal computer utilizing a variety of software applications
- Strong organizational and communication (oral and written) skills
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, the general public and others having business with West-MEC

**Requirements:**

- Hold a BA or Pharmacy Technician Certification and AZ Board of Pharmacy License
- Minimum of ten years' experience in Pharmacy or Pharmacy Technician background
- Basic Life Support (BLS) Certification
- Must be able to obtain and maintain an Arizona driver's license
- Must hold a valid fingerprint clearance card issued by DPS
- May be required to travel to perform work functions

**Closing Date:** Open until filled

**Start Date:** September 2018

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.