

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

PHARMACY TECHNICIAN INSTRUCTOR

QUALIFICATIONS:

1. Currently licensed as a Pharmacy Technician in Florida.
2. Meet State of Florida certification requirements.
3. Minimum of six years of experience in the pharmacy technician field. Teaching experience preferred.
4. Satisfactory criminal background check and drug screening.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal / Director and Chief Nursing Officer

SUPERVISES:

N/A

POSITION GOALS

To provide a safe educational atmosphere in which pharmacy technician students meet program certification objectives to obtain employment in the field. Administration of the learning process is to be accomplished in accordance with Federal Regulation, Florida State Law, Walton County School Board Policies and Emerald Coast Technical College Policies.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of statistical concepts and accounting principles. Knowledge of state laws affecting pharmacy technician program operations. Ability in numerical reasoning and verbal expression. Ability in written communication. Ability to present information in a coherent manner and the ability to evaluate student retention of that information. Computer literate.

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

1. Admit, process and /or accept students into the pharmacy technician program.
2. Maintain files of students, including all necessary documentation for entrance into the program and for clinical affiliations.
3. Arrange clinical schedules each semester according to all requirements necessary to participate in clinical at any/all area clinical sites as scheduled.
4. Process and ensure all pharmacy technician students are cleared according to all requirements necessary to participate in clinical at any/all area clinical sites as scheduled.
5. Develop or select instructional activities which foster active involvement of students in the learning process.

6. Plan and prepare lessons and instructional strategies which support the school improvement plan, the institution's mission and the District's mission.
7. Select, develop, modify, and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.
8. Maintain all program documentation. Arrange class schedules prior to each semester confirming with adjunct faculty and receiving approval from the Chief Nursing Officer.
9. Evaluate and revise the curriculum yearly and as necessary with approval of the Chief Nursing Officer.
10. Review textbooks and communicate these needs to the Chief Nursing Officer.
11. Identify appropriate adjunct faculty and make recommendations for hire to the Chief Nursing Officer.
12. Meet with adjunct faculty prior to, as necessary and at the end of each semester.
13. Update the student handbook as necessary.

Classroom Management

14. Orient new students to facility and classrooms; including safety procedures.
15. Coordinate pharmacy technician graduation/pinning ceremonies.
16. Use teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socio-economic background.
17. Establish and maintain a positive, organized, and safe learning environment.
18. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
19. Maintain a learning environment that mimics the pharmacy technician field.
20. Manage materials and equipment effectively.
21. Organize materials for efficient distribution and collection.
22. Assist in enforcement of school rules, administrative regulations, and Board policy.

Assessment/Evaluation

23. Establish appropriate testing environment and ensure test security.
24. Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
25. Interpret and use data (including but not limited to industry certification and other test results) for diagnosis, instructional planning, and program evaluation.
26. Use on-going assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.
27. Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
28. Communicate, in understandable terms, individual student progress, knowledgeably and responsibility to the student and professional colleagues who need access to the information.
29. Encourage self-assessment by students and assist them in developing plans for improving their performance.
30. Prepare students for industry certification exams.
31. Assist students with scheduling industry certification exams.

Intervention/Direct Services

32. Assist the Chief Nursing Officer in maintaining regulatory requirements for the program including self-study reports, progress reports, and annual reports for the pharmacy technician program.

33. Demonstrate knowledge and understanding of curriculum content.
34. Create and maintain positive learning environments in which students are actively engaged in learning, social interaction, cooperative learning and self-motivation.
35. Plan, implement, and evaluate instruction in a variety of learning environments.
36. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
37. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
38. Use appropriate materials, technology, and resources to help meet learning needs of all students.
39. Assist students in accessing, interpreting, and evaluating information from multiple sources.
40. Provide instruction on safety procedures and proper handling of materials and equipment.

Collaboration

41. Communicate effectively, orally and in writing, with other professionals, educators, students, and the local community.
42. Collaborate with students, school staff, and other appropriate persons to assist in meeting student needs.
43. Provide accurate and timely information to students and staff about attendance and student performance.
44. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.
45. Work with various educational professionals and other stakeholders in the continuous improvement of the educational experiences of students.

Staff Development

46. Engage in continuing improvement of professional knowledge and skills.
47. Participate in institutional professional learning communities.
48. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
49. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.

Professional Responsibilities

50. Adhere to the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
51. Perform assigned duties including the accurate and timely filing of all records and reports.
52. Demonstrate attention to punctuality and attendance.
53. Maintain confidentiality of student and other professional information.
54. Comply with policies, procedures, and programs.
55. Exercise appropriate professional judgment.
56. Support school improvement initiatives by active participation in school activities, services, and programs.
57. Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

58. Use an understanding of learning and human development to provide a positive learning environment, which supports the intellectual, personal, and social development of students.

59. Ensure that student growth and achievement are continuous and appropriate for the program. Indicators may include: results from industry certification exams, simulation tests, projects, hands-on activities, written assessments, portfolio assessments, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
60. Establish and maintain a positive collaborative relationship with the students to increase student achievement.

PHYSICAL REQUIREMENTS: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: Length of the work year and hours of employment shall be those established by Emerald Coast Technical College as required to teach the pharmacy technician program. Salary and benefits shall be paid in accordance with the Board approved instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the assigned Principal / Director in accordance with the Board policy for evaluation of instructional personnel.

Job Description Supplement No. 3