

**Job Title:** Adult ED Pharmacy Technician Instructor

**Supervisor:** Campus Administrator | Evening Adult Coordinator

**Employment Terms:** Evenings, Monday – Thursday, 5:45 pm to 9:45 pm

**Salary Range:** \$29/hour

**Location:** West-MEC Northeast Campus  
1617 W Williams Drive  
Phoenix, AZ 85027

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**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

**Qualifications:**

- 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
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**Other Requirements:**

- 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

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/> Include:

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

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