

CATEC POSITION DESCRIPTION

JOB TITLE: Adult Education Teacher_Pharmacy Technician (part-time and temporary)	LOCATION: CATEC
	JOB CLASS CODE: 20190
IMMEDIATE SUPERVISOR: Adult Ed and Apprenticeship Program Manager	PAYGRADE:
	FLSA STATUS: Non-exempt

GENERAL DEFINITION OF WORK:

This position is a part-time (evening) instructor for the Adult Education Pharmacy Technician program. This class prepares adult students to take the Pharmacy Technician Certification Exam (PTCE). Teachers are essential to our mission to establish a community of learners and learning, through relationships, relevance, and rigor, one student at a time. Our teachers work collaboratively with students, colleagues, employers, and administrators to ensure each student has mastered the lifelong-learning skills they need to succeed as 21st century learners, workers, and citizens. Daily work with all stakeholders aligns with the vision, mission, values, goals and priorities of CATEC.

Please visit www.catec.org Careers for more details.

ESSENTIAL FUNCTIONS:

The minimum performance expectations include, but are not limited to, the following actions:

- Builds strong relationships with students;
- Demonstrates a continued willingness to learn and apply new skills based on current research and best practices;
- Effectively articulates the central concepts and understandings of a discipline and communicates content knowledge and processes used by adults working in the discipline as part of teaching to planned objectives daily;
- Uses appropriate instructional strategies to promote student learning;
- Provides differentiated instruction that is centered on increasing student engagement, relevance of content and rigor, and student choice/voice;
- Uses comprehensive materials, technology, and resources to promote the development of critical thinking, problem solving, and performance skills;
- Provides learning opportunities that support student learning styles and intellectual, social, and personal development;
- Builds and facilitates a sense of community in the classroom;
- Creates structures for students that fosters a climate conducive to learning, maximizing learning time, and integrating classroom procedures that always help maintain a safe environment for students;
- Creates an atmosphere of mutual respect and caring that encourages social interaction, active engagement, and self-motivation;
- Sets standards for classroom behavior and follows through consistently;
- Creates a classroom environment that is culturally responsive to student needs;
- Fosters the success of all students by communicating and collaborating effectively with colleagues, employers, and community members;
- Abides by school and Division policies and procedures;
- Establishes and maintains cooperative professional relations with others;

- Models professionalism and ethical standards, as well as personal integrity, in all interactions, participates in meaningful and continuous professional growth including self-evaluation, and contributes to the school community;
- Assists in upholding and enforcing school rules and administrative regulations;
- Maintains records as required by law, system policy, and administrative regulations;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- The work of the teacher results in acceptable, measurable, and appropriate student academic progress;
- Sets high standards for student work and assesses achievement and monitors learning in the classroom, adjusting instruction accordingly;
- Provides students multiple methods for demonstrating understanding of concepts and mastery, including the use of performance assessments;
- Uses formative assessment results to guide instructional decisions and learning opportunities for students;
- Administrative duties include general clerical functions such as recording student class attendance and maintaining current course syllabus.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of culturally responsive teaching practices; Strong communication skills with colleagues and employers using a variety of methods; Effectively uses technology to support instruction; Sees themselves as a lifelong learner, consistently seeking new and innovative ways to help meet student needs; Uses problem solving strategies in all aspects of the work; Possesses a growth mindset and is open to new and innovative practices.

EDUCATION AND EXPERIENCE:

The ideal candidate shall be either 1) a pharmacist with a current unrestricted license in any jurisdiction in the United States, or 2) a pharmacy technician with at least one year of experience performing technician tasks who holds a current PTCB certification. Teaching experience is desired, but not required.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The instructor will be responsible for teaching the two-hour class twice a week for two 15-week semesters. Duties performed typically in classroom setting. Frequent walking, standing, light lifting to 40 pounds, and other limited physical activities are required. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction differentiated for students with various learning needs (special education, English Language Learners, Gifted) is expected.

SALARY RANGE

Up to \$34.51/hour depending on experience and qualifications.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Date Approved: 06/2020