

WORKFORCE FACULTY, PHARMACY TECHNICIAN DIRECTOR

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Dean of Continuing and Workforce Education and/or Associate Vice President of Workforce Education

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- Hold a professional license as a Texas Pharmacist or certification as a Pharmacy Technician.
- AND Hold a master's degree
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline.

LICENSE OR CERTIFICATION:

- Hold a professional license as a Texas Pharmacist or certification as a Pharmacy Technician.

EXPERIENCE:

- Minimum of five years of professional work experience in the pharmacy industry

OTHER:

None

PROGRAM DIRECTOR DUTIES AND RESPONSIBILITIES

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), program directors:

- Oversee curriculum development in program, including the establishment, incorporation, and the reporting of program learning outcomes.
- Present curricular recommendations to Dean of Continuing and Workforce Education or Associate Vice President of Workforce Education for consideration and approval by the curriculum and instruction committee.
- Direct the program's selection and adoption of textbooks and materials to support the respective learning outcomes of the program.
- Direct all program lab (simulated) experiences.
- Selects clinical sites and directs student clinical experiences.
- Directs and maintains processes and documentation of program professional training accreditation.
- Ensures a sufficient complement of appropriate faculty and staff to meet the needs of the program and enable compliance with the standards.
- Take necessary precautions to ensure an effective and safe level of direct supervision of students during the simulated portion of the program.
- Inform administration of matters affecting the welfare of students, faculty, and the institution.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/1/18
JD741