Pharmacy Technician Coordinator/Instructor: Duties and Responsibilities

This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)

The Pharmacy Technician Coordinator/Instructor reports to the Dean of Instructional Services and is responsible for the following functions:

1. Coordinate and supervise the Pharmacy Technician program and associated personnel at all locations in accordance with the philosophy of the College. Serve as spokesperson, promote interdepartmental cooperation and effective communication within the program and among clinical sites to assure the continuity and quality of courses and the program.

2. Assume the instructional duties and responsibilities of faculty in serving as program instructor for the Pharmacy Technician program and supervise clinical rotations.

3. Project personnel needs of the program, recruit qualified and appropriately credentialed candidates for positions, and participate in the search committee process for new employees.

4. Orient all personnel assigned to the program to their duties and responsibilities and to the resources available to support their assignment.

5. Coordinate the preparation of class schedules for each term in accordance with the College calendar and assign program instructors to teaching roles according to the needs of the College and the capabilities, preparation, experience, and preference of the instructor.

6. Assist the instructional administrator in projecting program budgetary needs, establishing laboratory and special fees, and implementing program revisions through the approved institutional processes. Coordinate the procurement of all instructional materials, supplies, and equipment.

7. Assist the instructional administrator in the evaluation of faculty performance, both academically and clinically, and make recommendations to the Dean of Instructional Services regarding the continuation of employment of all program personnel.

8. Work with program Advisory Committees in reviewing the program’s syllabi to ensure consistency with the institutional mission and that textbooks, teaching methods and techniques, course content, course and program outcomes, and assessment procedures are appropriate and consistent within the program and meet or exceed program accreditation standards.
9. Coordinate course and/or program development, evaluation, and revision as needed to meet the needs of both on-site and distance education students served by the program.

10. Maintain up-to-date academic records on each student and make these records available to the Office of Admissions and Records.

11. Plan and arrange Advisory Committee meetings and work with the members of the committee to ensure that the program has adequate resources and a well-designed curriculum to provide students with the knowledge, skills, and abilities essential for employment.

12. Coordinate with the Director of Library Services in selecting and maintaining appropriate program specific library materials.

13. Participate in the academic advising of students and other College initiatives aimed at increasing student success as measured by retention, completion, graduation, licensure, placement, and transfer rates.

14. Assist and advise the instructional administrator in resolving grade disputes, student complaints, and grievances.

15. Submit all documents required by the American Society of Health-System Pharmacists, Pharmacy Technician Certification Board, Veteran’s Administration, and other applicable federal, state, and local agencies.

16. Establish a format for formal evaluation of the curriculum based on objective criteria including: achievement of course and program outcomes; student’s academic records; standardized exam scores; results of the National Pharmacy Technician Certification Examination; and other appropriate measures as established by the VC program review process and/or accreditation standards.

17. Cooperate with other VC administrative personnel in improving and promoting the image of the program and the College through effective recruiting, public relations, and marketing activities.

18. Assume special responsibilities and/or serve on committees as assigned by the Associate Dean of Instructional Services, Dean of Instructional Services, and the President.

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