



Posted on AboutBlackBostonOnline.com 8/18/19

Position: Instructor

Salary Grade: 3

Position Class: Learned Professional

FLSA: Exempt

Reports to: Senior Manager, Healthcare Skills Training Program

Position Summary: Looking for an experienced Instructor who is interested in learning more about the Pharmacy Technician program. Under the direction of the Senior Manager, Healthcare Skills Training Program, the Instructor will receive training and support in becoming a certified Pharmacy Technician Instructor. Training includes but not limited to studying and passing the National Pharmacy exam.

Instructor will be responsible for developing, modifying and delivering contextualized curriculum and daily lesson plans for the pharmacy skills training program to participants. One of the main goals of the program is to ensure that participants pass the national pharmacy certification exam.

Essential Job Functions:

Building Relationships, Collaboration and Teamwork:

- Work collaboratively with and encourage collaboration between team members to ensure performance goals are met
- Attend and actively participate in staff meetings and team-based projects
- Provide assistance to fellow team members when needed
- Support and promote the mission and philosophy of JVS both internally and outside the agency
- Establish relationships with key stakeholders (participants, employers, partner organizations, funders,) and work collaboratively in a structured and on-going manner
- Administer regular cumulative tests, quizzes and exams, including practice PTCB practice tests based on material delivered throughout the cycle and provide students with grades on these assessments in order to modify teaching strategies to focus on areas of deficiency. Use online PTCB test sites as well as books to develop curriculum and for practice in class
- Take ownership of the instructor role as leader both in and outside the classroom
- Model behaviors and skills JVS delivers in classrooms and programs
- Create a classroom environment where all students feel heard, can express ideas, learn and problem solve in creative ways

Accountability and Results Focused:

- Establish, track and meet program dashboard indicators (ex. Enrollment, retention, skill attainment, client satisfaction)
- Deliver all subject matter outlined in the curriculum with the goal of ensuring that students obtain the predetermined outcomes (skills)
- Assign, edit and correct student work in a timely and ongoing basis
- Assist with planning and implementation of the celebration of achievement ceremonies

- Be flexible to individual learning styles, and set appropriate limits to ensure all students have an equal opportunity to learn
- Develop and modify curriculum based on the needs of both the participants and program
- Assist students in areas of difficulty and provide additional assignments for students who will benefit from extra work
- Generate strategy and solutions in response to both unforeseen and planned changes, setbacks and challenges
- Be flexible to individual learning styles, and set appropriate limits to ensure all students have an equal opportunity to learn
- Develop and modify curriculum based on the needs of both the participants and program
- Assist students in areas of difficulty and provide additional assignments for students who will benefit from extra work

Administrative/Communication Skills:

- Communicate regularly with Supervisor to insure smooth delivery of services
- Resolve disagreements and conflict in a professional and productive manner
- Evaluate student progress on a regular basis, as well as, provide students with feedback regarding performance in class and any obstacles that may be impeding progress
- Complete competency checklists and/or individual learning plans for each student verifying attainment of stated program competencies/skills
- Submit a class syllabi at the beginning of each cycle
- Develop daily lesson plans for each component and submit to Supervisor
- Create emergency lesson plans and submit these plans at the beginning of each active cycle
- Track and report attendance, homework completion, classroom participation and testing outcomes on a weekly/monthly basis
- Complete program summary reports for employers, funders, JVS leadership and other stakeholders
- Perform other duties as requested

Minimum Qualifications and Experience:

- AS degree required, preferably in Biology, Sciences or related field
- Licensed Pharmacy Technician preferred but not required
- 2-3 years of experience working as an Instructor required
- Experience working in a pharmacy setting and training/teaching experience preferred but not required
- Knowledge of Pharmacy Law, Pharmacy Operations and top 200 medications, desired
- Knowledge of adult learning theory
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently

Key Competencies:

- Instructional planning
- Instructional delivery
- Progress tracking
- Progress reporting
- Student skill attainment
- Promotes Agency

- Initiative
- Building Relationships, Collaboration and Teamwork
- Adapting to Change
- Accountability and Results Focused
- Communication Skills
- Cultural Competency and Respect
- Planning/Organizing

Working Conditions: Regular local travel, evening hours and some weekend availability required.