Job Posting

Professor of Pharmacy Technology

Faculty Job Description (Professor)

Date Posted: 12/16/2021
End Date: Until Filled

Cisco College is accepting resume packages for the position of Faculty Job Description (Professor). Full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the Employment section.

A complete resume package includes a completed and signed Cisco College Application (located on the Employment Page of our website at www.cisco.edu), Curriculum Vitae (CV) or resume, Philosophy of Education, and unofficial copies of transcripts. Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

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Cisco College

Faculty Job Description (Professor)

Job Title: Professor of Pharmacy Technology
Reports to: Division Chair
Last Reviewed: 12-14-2021

Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College students and direct the pharmacy technician program. Responsibilities may include teaching a variety of pharmacy courses. Teaching courses through various mediums, teaching at a variety of locations and teaching a varied schedule of day and evening courses are also possibilities. Maintain clinical sites. Work with high schools in dual credit.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the College’s guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to supervisor.
4. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.
5. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner.
6. Participate in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.
7. Assist the Division Chair with divisional duties including but not limited to: scheduling, program planning, curriculum development, institutional effectiveness, assessment, catalog, recruiting, and website updates.
8. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish goals and evaluate performance.

9. Participate actively in the College’s Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.

10. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.

11. Communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.

12. May travel to clinical sites and to high schools.

13. Represent the College in a professional manner to all constituencies and the general public.

14. Ensures that the program follows pharmacy accreditation guidelines.

15. Perform other related duties as assigned by the Division Chair and College Administration.

**Minimum Qualifications**

1. Certification as a Pharmacy Technician.
2. Three years of work experience in a pharmacy setting.
3. Member of national and state pharmacy associations.
4. Effective verbal and written communication skills.

**Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.