**APPLICATION DEADLINE**
This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **4:30 PM on MARCH 1, 2011**. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than **4:30 PM on MARCH 1, 2011**. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

**SELECTION PROCEDURE**
Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. The selection committee will conduct interviews, including a teaching demonstration, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., written, technical, manipulative, or simulation exercises) to evaluate candidates' qualifications.

For application/additional information:

Telephone:  (562) 860-2451 x2284

Web Site:  http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

**PROFILE**

The Pharmacy Technology program utilizes a comprehensive, integrated educational approach to develop skills, knowledge, and values required in the pharmacy profession. Faculty members serve as guides and role models as the students move from novice to competent practitioners.

The Cerritos College Pharmacy Technician Program is accredited by the American Society of Health System Pharmacists (ASHP).

The Pharmacy Technician program is part of the Health Occupation Division. There are two full-time and up to six part-time dedicated faculty members in the program. In addition to a Pharmacy Technician AA or certificate, there is also a Pharmacy Clerk certificate option for our students. Approximately 50 students complete our program each year.

**DUTIES & RESPONSIBILITIES**

A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005 (www.cerritos.edu/board).

**QUALIFICATIONS**

**Required:**
- Bachelor’s degree and two years experience; OR 
  Associate’s degree and six years of experience. Experience may include vocational work experience and/or teaching experience in the area. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Possession of a valid Pharmacist or Pharmacy Technician license issued by the California State Board of Pharmacy.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

**Preferred:**
- Completion of a minimum of six (6) semester units of graduate or upper division level coursework in teaching techniques or methodology.
- Teaching experience at the community college level.
- In-patient and out-patient pharmacy experience.
- Familiarity with computer systems used in pharmacy operations.
- PTCB (Pharmacy Technician Certification Board) Certification.
- Membership in the American Society of Health-System Pharmacists.

**SALARY/FRINGE BENEFITS**

- Salary is commensurate with education and experience. Salary rate is: $50,489.00-$81,494.00/annual.
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash-in-lieu option available on medical insurance.)
- Participation in the State Teachers’ Retirement System.

**CONDITIONS OF EMPLOYMENT**

- Contract will be for 10 school months for the academic year beginning Fall Semester 2011.
- Participation in a pre-service orientation and/or probationary in-service training is required.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, submit official transcripts, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.

**APPLICATION PROCEDURE**

Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Workshops, Diversity Sensitivity Training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES Certified agency. The website is www.naces.org.
- Confidential placement file and/or letter(s) of recommendation addressing recent pertinent experience.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298