Job Description: Certified Medication Technician Instructor/Examiner

The CMT Instructor/Examiner shall be approved by the Executive Director of Workforce Development and the Dean of Career and Technical Education. The salary of employment will be contracted per class. This position shall report to the Executive Director of Workforce Development and the Dean of Career and Technical Education.

Qualifications:
To qualify as an Instructor/Examiner the individual shall be currently licensed to practice as a Registered Nurse in Missouri or shall have a temporary permit from the Missouri State Board of Nursing and not be the subject of current disciplinary action. They shall also complete an instructor/examiner program workshop and be listed as a qualified CMT instructor/examiner on the State’s Instructor/Examiner Registry.

Description:
The CMT Instructor shall teach a minimum of 60 hours of classroom lecture and administer the final written and practicum examination.

The CMT Instructor/Examiner will have the following duties and responsibilities:

1. Teach classes assigned by the Administration;
2. They shall teach the course curriculum as outlined in the manual entitled Instructor’s Guide, (Revised 2008);
3. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration;
4. Prepare and submit at dates and times designated all records and reports as required by the administration;
5. Keep accurate and sufficient records of student grades and attendance;
6. Maintain a time sheet with all instructional hours and hours used in preparation, grading or other activities necessary to prepare for classroom instruction;
7. Keep current undergraduate and graduate college transcripts on file in the Human Resources Office. These transcripts must show all college work earned, both graduate and undergraduate, along with all degrees/certificates granted;
8. Participate in the development/revision and implementation of assessment plan as appropriate;
9. Perform other duties assigned by the appropriate dean or the President.