

TITLE: Physical Therapist Assistant Program Director
DIVISION: Health Sciences Division
DATE PREPARED: 5/11/2022
REPORTS TO: Health Sciences Division Chair
CLASSIFICATION: Full-Time, Tenure Track Faculty

POSITION SUMMARY

The Physical Therapist Assistant (PTA) Program Director is a full-time, tenure-track, leadership position with the rank of Assistant Professor within the Health Sciences Division. The PTA Program Director manages and leads all aspects of the SSC Physical Therapy Assistant Program under the direct supervision of the Health Sciences Division Chair. The position is responsible for all matters pertaining to the maintenance of program accreditation through the Commission on Accreditation in Physical Therapy Education (CAPTE). The position requires an innovative PTA educator who is committed to student success as shown through student engagement and completion. The program director is a physical therapist or physical therapist assistant who demonstrates an understanding of education and contemporary clinical practice appropriate for leadership in physical therapist assistant education. These qualifications include all of the following: is a physical therapist or physical therapist assistant who holds an active, unrestricted PT license or PTA license/certification in any United States jurisdiction and the state where the program is located if required by that state's jurisdiction; a minimum of a master's degree; a minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience within any U.S. jurisdiction; didactic and/or clinical teaching experience; experience in administration/management; experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations to being hired. The position typically requires at least a 35-hour work week. In addition to these responsibilities, the director will be expected to perform related duties such as serving on campus committees, serving as a degree program mentor for the PTA program, and recruiting and mentoring faculty members. The PTA Program Director must clear a drug screen and criminal background check upon hire.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion. Comply with all current HIPAA and FERPA regulations.
- Administer all aspects of the SSC-GCTC PTA Program.
- Develop and maintain program curriculum in accordance with best practices in PTA education, CAPTE accreditation standards and requirements, and budgetary constraints.
- Supervise and lead the PTA Program Admission Committee and the PTA program admission process.
- Communicate appropriate student advisement practices to new student and faculty advisors through the Director of Advisement.
- Supervise and evaluate PTA faculty and staff.
- Maintenance of program accreditation through the Commission on Accreditation in Physical Therapy (CAPTE).
- Recruit adjunct and full-time PTA faculty.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Utilize the SSC learning management system for communication with faculty and students.
- Facilitate curriculum design through textbook selection, research of other instructional material for classroom instruction enhancement, assist with curriculum development, implementation, and revision.
- Serve as a degree program mentor for the PTA degree program to prospective and current students.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Attend division and program meetings as assigned.
- Submit required forms and reports in accordance with divisional and college standards.
- Participate regularly in professional development activities including, but not limited to, Fall In-Service.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Ensure that Program employees are cognizant of important issues including, but not limited to: campus security and safety.
- Understand the range of coverage in accommodating employees and students under the American with Disabilities Act.
- Conduct annual evaluations and hold employees accountable for addressing concerns that surface during the evaluation process.
- Work with Human Resources in filling vacancies within the program and ensure that interviews are conducted professionally.

- Establish a long-term vision for the program and work to develop ways to implement new procedures and programs.
- Perform supervisory responsibilities as needed.
- In conjunction with the STEM Division Chair, coordinate appropriate course offerings – including times and formats for specific classes and placement on Course Equivalency Plan (CEP).
- Promptly submit class scheduling information, degree plans, and course descriptions for publication and promotion (class schedules, catalog, program reviews, website listings, etc)
- Responsible for identifying and employing qualified adjunct instructors for courses offered within the program.
- Plan and submit program budget requests on an annual basis; monitor and supervise expenditures to ensure budgetary compliance.
- Facilitate resolution of issues that arise within the program.
- Oversee textbook selection for the program.
- Prepare for internal and external program Reviews.
- Prepare for accreditation visits and assessment reviews by accrediting and approving agencies.
- Ensure compliance within the Program of all SSC policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A minimum of a master’s degree in Physical Therapy.
- Teaching experience (clinical, didactic, continuing education, in-service).
- A minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience within any US jurisdiction.
- Experience in administration and management.
- Experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations.
- Computer literacy in Microsoft Office, E-Mail, and Internet.
- Effective interpersonal skills: professional oral and written communication skills. Proof reading and preparing error free final copies of documents and reports, as well as copying, routing, and filing of materials when appropriate.
- Motivated and self-directed behaviors requiring minimal supervision.
- Meet all established deadlines.
- Employee must be a physical therapist or physical therapist assistant who holds an active, unrestricted PT license or PTA license/certification in any United States jurisdiction and the state where the program is located if required by that state’s jurisdiction.
- Program Director is expected to belong to professional organizations and is encouraged to attend and present at professional conferences within the discipline.
- Program Director must have a working home phone or cell number with voice mail or email in the event division chair, other administrators, colleagues, and students need to contact the program director beyond the scheduled work hours for emergencies.

- Program Director must have the ability to teach, remediate, and perform all PTA skills and procedures that are required by the PTA student body.
- Program Director must meet all clinical/hospital requirements and protocols.

Application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times annual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send a cover letter, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College

or

Email: hr@sscok.edu

**ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818**

SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-Verify.

Posted May 11, 2022