JOB TITLE: PTA Director of Clinical Education (DCE)
DEPARTMENT/DIVISION: Health Sciences Division
REPORTS TO: PTA Program Director
CLASSIFICATION: Full-Time Faculty, 11 months
APPLICATION DEADLINE: Open until filled
COMPENSATION: $60,000 - $63,000 annually, based on education and experience

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As the **PTA Director of Clinical Education (DCE)** with Seminole State College, you will receive:

- A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
- A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
- A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.

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 practices 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.

The Director of Clinical Education (DCE) is a full-time faculty member in the Physical Therapist Assistant (PTA) Program within the Health Sciences Division. The DCE directs the clinical education component of the program, including clinical site development, affiliation agreements, student placement and preparation, communication with clinical partners, recordkeeping, assessment, and compliance. The DCE also teaches assigned non-clinical PTA courses and supports student success in accordance with SSC policies, program standards, and accrediting requirements.

RESPONSIBILITIES

- Direct and administer the clinical education component of the PTA Program in compliance with applicable federal and state laws, accreditor guidelines, and SSC policies and procedures.
- Develop and maintain clinical affiliation sites based on student and program needs; maintain current, executed affiliation agreements; and review, update, or establish agreements as needed.
- Coordinate clinical placements and schedules; obtain site availability for each rotation; maintain current placement and CI/CCCE records; and communicate program changes to clinical sites.
- Orient students to clinical placement policies and procedures and verify all placement requirements, including the Student Affiliation Checklist, health and immunization records, required site documentation, and demonstrated competency.
- Maintain communication with students and CIs/CCCEs during each clinical affiliation through site visits or telephone communication and provide support for use of the Clinical Evaluation Tool as needed.

- Monitor completion of required clinical hours and assign final grades for clinical coursework in accordance with the SSC-GCTC PTA Program grading policy.
- Evaluate the overall effectiveness of the clinical education component, provide regular status reports to the Program Director, and coordinate workshops or continuing education opportunities for CI/CCCE faculty as needed.
- Maintain clinical education records for enrolled and former students for at least one year following graduation.
- Assist the Program Director with internal and external program reviews, accreditation visits, and assessment reviews by accrediting and approving agencies.
- Teach assigned non-clinical PTA courses in accordance with approved course syllabi, the College mission, and SSC policies and procedures while demonstrating professionalism, subject matter expertise, and effective teaching practices.
- Maintain attendance and course records; evaluate student work; submit grades and required forms or reports in a timely manner; and use the SSC learning management system for syllabi, grades, attendance, and student communication.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Serve as a faculty advisor and participate in the faculty peer mentoring program and professional development activities, including Fall and Spring In-Service.
- Handle confidential information with tact and discretion and comply with current HIPAA and FERPA regulations.
- Represent the College and division through participation in program, division, campus, community, and professional activities and attend assigned program and division meetings.
- Ensure program employees are informed of important issues, including campus security and safety, and maintain awareness of responsibilities related to accommodating employees and students under the Americans with Disabilities Act (ADA).
- Perform supervisory responsibilities as needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Excellent written and oral communication skills.
- Teaching experience and experience with various teaching methods.
- Ability to meet the faculty requirements as stated in the CAPTE Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.
- Knowledge of CAPTE accreditation guidelines; knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the Physical Therapy profession.

WORK ENVIRONMENT

- This position is located on the Gordon Cooper Technology Center campus in Shawnee.
- Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off campus, and through Zoom or online delivery systems.

- The appointment requires at least a 35-hour work week.
- Must maintain an active phone number and email address and may be contacted by the Division Chair, Director, or other administrators outside regularly scheduled work hours. Timely responses to work-related communications are expected.

MINIMUM QUALIFICATIONS

- Associate's degree.
    - **Please note:** Candidates who do not currently hold a bachelor's degree must obtain one in an approved discipline within two years of hire.
- Active, unencumbered physical therapist (PT) or physical therapist assistant (PTA) license.
- Minimum of three years of full-time clinical work experience as a PT or PTA.
- Minimum of two years of experience as a clinical instructor (CI) for PT or PTA students, center coordinator of clinical education (CCCE), and/or director of clinical education (DCE); OR
- Minimum of two years of expertise in teaching, curriculum development, and administration in a PT or PTA program.
- Successful completion of criminal background check and drug screening.

Preference will be given to candidates who possess:

- Bachelor's degree.

APPLY NOW

Send your cover letter, resume, three (3) professional letters of reference, and copies of all academic transcripts to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.

Posted: 10/28/2026