

TITLE: Physical Therapy Instructor
DEPARTMENT/DIVISION: Health Sciences
BEGINNING DATE: August 9, 2023
END DATE: May 3, 2024
REPORTS TO: PTA Director
CLASSIFICATION: Full-Time
LOCATION: Gordon Cooper Technology Center Campus – Shawnee, OK

POSITION SUMMARY

The Physical Therapy Instructor is a full-time, tenure-track, faculty position within the Physical Therapist Assistant (PTA) Program. PTA is part of the Health Sciences Division. The position requires an innovative educator who is committed to student success as shown through student engagement and completion. The employee is expected to teach courses following the course syllabus, the mission of the college, and college policies and procedures while also maintaining attendance records, grading student work, and submitting student grades in a timely manner. Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off-campus, and using Zoom or online delivery systems. The position reports to the Director of the PTA Program. The appointment requires at least a 35-hour work week.

Within two calendar years of initial appointment, the employee will possess a minimum of a bachelor's degree in an approved discipline. Must possess excellent written and oral communication skills. The employee will possess a minimum of an associate degree (bachelor's degree preferred), an active unencumbered physical therapist (PT) or physical therapist assistant (PTA) license, and a minimum of three years full-time clinical work experience as a PT or PTA. The employee 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.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Teach a minimum of 30 load hours in an academic year; not to exceed 21 load hours a semester.
- Handle confidential information with tact and discretion.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports (i.e., leave, course embedded assessment) and grades in accordance with divisional and college standards.
- Comply with all federal and state laws and regulations, accreditor guidelines and current SSC approved policies and procedures.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Attend program and division meetings as assigned.

- Submit required forms and reports in accordance with divisional and college standards.
- 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 each course including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Serve as a faculty advisor for students.
- Participate regularly in professional development activities including, but not limited to, Fall and Spring In-Service.

OTHER DUTIES AND RESPONSIBILITIES

- Provide division current contact information (email and cell and/or home telephone).
- Respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with the PTA Director as soon as possible regarding class plans in your absence.
- Continue to develop skills and knowledge base through professional development.
- Actively participate in community activities, organizations, or services within the five-county service area.
- 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.
- Perform supervisory responsibilities as needed.
- Assist Program Director in preparing for internal and external program reviews.
- Assist Program Director in preparing for accreditation visits and assessment reviews by accrediting and approving agencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Within two years of initial appointment, employee must have at least a bachelor's degree in an approved discipline.
- Minimum three years' full-time clinical work experience as a PT or PTA.
- Minimum of two years of expertise in teaching in a PT or PTA Program preferred.
- 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.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology (i.e., Smart Board and LMS).
- Faculty are expected to belong to professional organizations and are encouraged to attend and present at professional conferences within the discipline.
- Faculty must have a working home phone or cell phone with voice mail or email for instances in which the Division Chair/PTA Director or other administrators need to contact the faculty member beyond the scheduled work hours.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **April 10, 2023** are assured of receiving full consideration. 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 the annual contract 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 letter of application, resumé, copies of all academic transcripts, and three letters of reference to:

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

and/or

E-Mail: hr@sscok.edu

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted March 27, 2023