

POSITION: Physical Therapist Assistant Program Director/Instructor

Department: Physical Therapist Assistant

FLSA Status: EXEMPT

Reports To: Dean of Education

Positions Supervised: PTA Faculty

I. PTA PROGRAM DIRECTOR POSITION SUMMARY:

The Physical Therapist Assistant Program Director (PD) provides leadership to Physical Therapist Assistant faculty, staff and students, including, but not limited to: curriculum planning, review and implementation and professional development. The Physical Therapist Assistant (PTA) Program Director is responsible for building administration and the safety and welfare of both students and staff. The Program Director is responsible for the direct supervision of any employee assigned to his/her program. The Program Director is responsible for the overall direction, coordination, and evaluation of his/her program. The Program Director carries out supervisory responsibilities in accordance with applicable regulatory, institutional and programmatic accreditation requirements, as well as CBD College's internal policies and procedures. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; complaints and resolving problems. The Program Director is expected to participate in college governance, committees and task forces.

I. PD JOB FUNCTIONS:

- Provide effective leadership for the program including, but not limited to, responsibility for communication, program assessment and planning, fiscal management, and faculty evaluation.
- Employ strategies to promote and support professional development of faculty and staff.
- Make recommendations of resources to support the program.
- Conduct periodic assessment and recommendation for modification of facilities and equipment in relation to current professional practices in the field of study.
- Conduct periodic review and revision to assure the curriculum is based on learning science and current professional practices in the field of study
- Annually attend professional development activities including but not limited to professional association seminars, industry conferences, professional-related meetings and workshops, and research and writing of profession-specific publications
- Attend other required meetings and trainings provided by CBD College
- Develop, implement, and conduct assessments of program, course and student learning outcomes
- Coordinate faculty schedules and activities
- Assist with interview and hiring process of faculty
- Maintain faculty substitution listings and current contact information
- Coordinate new faculty orientation and training
- Conduct assessment of all aspects of the program as required by institutional policy and programmatic accreditation
- Maintain and manage a sufficient inventory of program equipment and supplies
- Request equipment & supplies purchases
- Coordinate textbook orders

- Recommend the selection and acquisition of new books, reference materials, audio visual equipment, computers and other instructional aids
- Facilitate and document monthly programmatic faculty meetings, semi-annual advisory committee meetings, and regular curriculum review meetings
- Maintain copies of current curriculum for the program, including course objectives, syllabi and daily lesson plans
- Coordinate renewals and maintain copies of current licensure, certifications, etc. as required for faculty
- Complete reports and provide data as required for programmatic and institutional accreditation
- Maintain programmatic records, reports, examinations, data, and other program specific items as required by the college, accreditation or governmental agencies
- Participates as assigned in related admissions and employment services activities
- Monitor and maintain compliance with applicable institutional, governmental and CAPTE accreditation standards
- Attend professional meetings to keep current in the PTA field and represent CBD College in the community
- Facilitate compliance with accreditation policies and procedures
- Ensure submission of required fees and documentation by PTA program and administration, including reports of graduation rates, performance on state licensing or certification examinations and employment rates
- Notify CAPTE of expected or unexpected substantive change(s) within the program, and of any change in institutional accreditation status or legal authority to provide postsecondary education
- Coordinate Advisory Board activities

II. PTA INSTRUCTOR POSITION SUMMARY:

Responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. Responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with CBD College policies.

JOB FUNCTIONS:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences to achieve the expected outcomes.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Effective assessment, feedback, remediation and evaluation of student learning.
- Maintain contemporary expertise specific to assigned teaching content.
- Assist in assessing changing curricular needs and offer plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, parents, peers, and community.

- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Assume responsibility for meeting course and school-wide student performance goals.
- Participate in training and presentations about residential and online teaching modalities.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Perform other duties and responsibilities as assigned by the supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning
- Demonstrates institutional or professional service. Activities in which core faculty may be expected to engage including, but not limited to, institution/program governance and committee work, clinical practice, consultation, involvement in professional organizations, and involvement in community organizations.
- Maintain licensure in the field and sufficient continuing education to stay abreast of the industry needs and provide up-to-date information to students
- Attend required meetings and trainings provided by CBD College

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of and experience with curriculum content, design, and evaluation;
- Understanding of education and contemporary clinical practice.
- Proven effective interpersonal and conflict management skills;
- Ability to facilitate change;
- Negotiation skills (relative to planning, budgeting, funding, program faculty status, program status, employment and termination, space, and appropriate academic and professional benefits);
- Effective experience in short and long term planning;
- Active service on behalf of physical therapist professional education, higher education, the larger community, and organizations related to their academic interest;
- Effective management of human and fiscal resources;
- Prior supervisory experience indicating the ability to provide flexible leadership, coaching and development to faculty members who have a variety of experiences, personal attributes and backgrounds is required
- Prior experience implementing institutional or program effectiveness plans is preferred
- Experience in programmatic accreditation and regulatory compliance is preferred
- Experience writing program self-evaluation reports and responding to agency findings is preferred
- Ability to use and apply effective communication and interpersonal relationship skills
- Ability to facilitate student learning and creativity
- Ability to interact effectively with diverse student and faculty population

MINIMUM ENTRY REQUIREMENTS:

- Have a minimum of a Master's Degree
- Hold a current and valid license to practice as a Physical Therapist or Physical Therapist Assistant in any United States jurisdiction.
- Have a minimum of 5 years, full-time, post licensure experience that includes a minimum of three years of full-time clinical experience

- 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 academic credits of coursework in educational foundations.
- Have completed courses offered by an accredited school with instruction in administration, teaching, curriculum and counseling
- Must have clear and effective written and verbal communication skills
- Must have effective computer skills including proficiency with Microsoft Office Suite - Word, Excel and PowerPoint to prepare reports and communications.