

POSITION DESCRIPTION

DIRECTOR OF PHYSICAL THERAPIST ASSISTANT PROGRAM

Reports to: Dean of CTE & Workforce

Organizational Unit: Professional Staff

Salary Range: Program and Highly Skilled Director, Exempt, Full time

Date: August 2024

Basic Purpose of Position

The Director of Physical Therapist Assistant Program shall be responsible to the Dean of CTE & Workforce for the overall administration of the Physical Therapist Assistant Program. This includes curriculum development and revision, maintenance of accreditation status, recruitment and selection of students, faculty, and staff, and evaluation of students, faculty, and staff in the department. The director shall see that the objectives of the curriculum are met and the program is routinely evaluated for effectiveness.

Essential Job Functions

- A. Ability to complete primary responsibilities that include: developing and directing the PTA program through the CAPTE accreditation process; establishing and implementing department goals; hiring and developing new faculty; and performing the functions of a PTA instructor
- B. Perform the duties and functions of an instructor up to a maximum of ten (10) credit hours in the fall semester, ten (10) credit hours in the spring semester, and five (5) credit hours in the summer semester for a maximum of 25 credit hours per college year
- C. Ability to maintain program and student records, evaluate program and students and any other duties necessary to provide for program effectiveness and to assure compliance with Committee of Accreditation for Physical Therapy Assistant to continue program accreditation
- D. Ability to work cooperatively with the advisory committee, clinical coordinator, and instructors to insure logical sequencing of the curriculum objectives through didactic, laboratory, and clinical components of the program
- E. Ability to possess strong communication, organization, interpersonal, problem-solving, and counseling skills
- F. Ability to have current knowledge and skill in the use of information and computer technology (e.g., word processing, e-mail, database) or proven ability to learn these skills
- G. Ability to work with students with special needs based on the Americans with Disabilities Act (ADA)
- H. Ability to have knowledge of legislative, regulatory, legal, and practice issues affecting clinical education, students, and the profession of physical therapy
- I. Ability to meet program director and faculty requirements as stated in the Evaluative Criteria for Physical Therapist Assistant Education Programs
- J. Ability to maintain membership in the American Physical Therapy Association
- K. Ability to initiate, administer, assess, and document clinical education programs
- L. Ability to work independently and coordinate work with colleagues and peers

- M. Ability to travel as needed
- N. Ability to develop schedules and supervise courses within the program
- O. Ability to coordinate development, evaluation, and revision of the curriculum design, course content and description, program and course objectives
- P. Ability to teach didactic, clinical, and laboratory courses within the program as assigned by the Dean of CTE & Workforce
- Q. Ability to supervise and evaluate all faculty within the program
- R. Ability to organize and conduct pinning ceremony
- S. Ability to promote the program within the region
- T. Ability to supervise the recruitment and selection process of students for the program
- U. Ability to coordinate departmental advisement program including current and prospective students
- V. Ability to advise students
- W. Ability to develop and administer departmental budget
- X. Ability to serve on institutional committees as assigned by the Dean of CTE & Workforce and Vice President of Academic Affairs
- Y. Ability to schedule and coordinate advisory committee meetings
- Z. Ability to schedule and coordinate departmental meetings
- AA. Ability to approve professional development for faculty and staff
- BB. Ability to develop strategic and technology plans
- CC. Ability to coordinate external resource development
- DD. Ability to coordinate public relation activities
- EE. Ability to follow all LCC policy and procedures
- FF. Ability to perform other duties as assigned
- GG. Ability to maintain regular and timely attendance

Consulting Tasks

- A. Consults with clinical locations regarding matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation.
- B. Consults with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, instructional matters, and resource sharing.
- C. Consults with advisory committee, clinical coordinator, instructors, and others necessary to ensure effectiveness of program objectives.
- D. Consults with student services staff on matters pertaining to enrollment, financial aid, graduation, records, and student activities.
- E. Consults with institutional/administrative staff on matters pertaining to budget, affiliate contracts, student accounts, KBOR/HLC program requirements and program information.

- F. Consults with instructional services staff on matters pertaining to marketing, audio-visual equipment, computer equipment, library holdings, and learning resource center assistance.
- G. Consults with accreditation entities required for the program to be accredited.

Supervises the Following Staff

- A. Clinical Coordinator – Physical Therapist Assistant Program
- B. Health Science Programs' Assistant (shared)
- C. Full-time program faculty
- D. Adjunct program faculty

Required Knowledge, Skills, and Personal Qualifications

- A. Licensed or eligible for licensure as physical therapist or physical therapist assistant in the state of Kansas
- B. Minimum of 5 years' experience as a licensed physical therapist or physical therapist assistant with a minimum of 3 years of full-time clinical experience
- C. Didactic or clinical teaching experience
- D. Experience in administration/management
- E. Experience in educational theory and methodology, instructional design, student evaluation and outcome assessment. CAPTE will require the equivalent of nine credits of coursework in educational foundations.
- F. Knowledge of physical therapist assistant education requirements, the credentialing process, and accreditation procedures and requirements
- G. Good organizational skills with special attention to details
- H. Good written and oral communication skills
- I. Ability to establish effective rapport with advisory committee members, clinical education centers, clinical instructors and program staff
- J. Active membership in state and national professional organizations
- K. Comprehensive knowledge of the physical therapist assistant program with maintenance of continuing professional development

Preferred Experience

- A. Prior teaching experience in a physical therapy academic program and/or administrative experience in clinical practice
- B. Earned doctoral degree or enrolled in or desire to pursue doctoral studies
- C. Knowledge of educational, management, and adult learning theory and principles
- D. Clinical practice experience, especially as applicable to clinical education
- E. Active in professional activities at local, state, and/or national levels
- F. Earned status as an APTA Credentialed Clinical Instructor

Educational Background

1. Graduate of an accredited physical therapist or physical therapy assistant professional program
2. Earned post-professional master's degree in physical therapy, education, clinical specialty, or other related fields of study

Working Conditions/Environment

- A. Weekend and evening work may be required
- B. Occasional travel required
- C. Potential health hazards include exposure to contagious disease including blood borne pathogens
- D. Normal office, classroom, laboratory and clinical settings environments
- E. Standing for long periods may be occasionally required