



JOB DESCRIPTION

JOB TITLE: Physical Therapist Assistant Program Chair

REPORTS TO: Director for Nursing and Allied Health/Director for Nursing and Health Careers
Education Campus Director - ICTC

STATUS: Exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW:

The Physical Therapist Assistant Program Chair is responsible for the development and maintenance of the Physical Therapist Assistance program and curriculum. The Program Chair will lead all efforts to obtain and retain all required professional, state, and regional accreditation.

DUTIES AND RESPONSIBILITIES:

Primary:

Responsible for instruction, and as the expert in program area, and with support from administration provide organization, administration, continuous review, planning, development and ensure general effectiveness of the program area.

Essential:

- Operate Physical Therapist Assistant Program to be in full compliance standards established by state/national accreditation agencies, Connors State College, and Indian Capital Technology Center.
- Define short and long-range educational needs for the program.
- Provide and/or assist in supervising instruction in the classroom/clinical/laboratory setting, ensuring it is delivered in an organized, clear manner that effectively meets the needs of individual students.
- Uphold the policies and procedures of Commission on Accreditation in Physical Therapy Education (CAPTE), the Higher Learning Commission (HLC), Oklahoma State Regents for Higher Education, OSU A&M Regents, and Indian Capital Technology Center School Board of Education.
- Work with administration to identify budget needs, develop purchase plans and proposals for special funding.
- Attend all faculty/staff meetings and other school meetings and functions as required.
- Maintain follow-up records on former students and submit required information to Oklahoma Department of Career & Technology Education, and accrediting agencies when applicable.
- Prepare and submit reports and other documents as required by Connors State College, the State Board of Education, State Department of Career & Technology Education and Indian Capital Technology Center School District No. 4, and the program areas accrediting agency.
- Assist in setting the agenda for Advisory Committee meetings.
- Participate in evaluation(s) of his/her own performance with the District Administrator or Coordinator for Nursing and Health Careers Education.

INSTRUCTION AND SUPERVISION:

- Maintain the program in compliance with Oklahoma Department of Career and Technology Education (ODCTE) and program accrediting agency standards.
- Plan and provide classroom instruction and lab training for the Physical Therapist Assistant Program.
- Prepare course outlines, lesson plans, and instructional materials for group and individualized instruction.
- Periodically review and revise program, curriculum, course outlines and lesson plans as needed to ensure currently with profession and alignment with accrediting agency standards.
- Maintain proper discipline in the classroom to provide a learning atmosphere for students and to promote professionalism.
- Evaluate results of instruction and student progress to make appropriate modifications.
- Organize and manage both classroom and lab to ensure maximum efficiency and effectiveness in the teaching/learning process.
- Maintain a clean, orderly, secure, and safe classroom/lab and office.
- Operate and maintain a positive classroom/lab which minimizes student discipline problems.
- Initiate and participate in a minimum of one Advisory Committee meeting per year.
- Established and maintain efficient procedures for timely maintenance of classroom/lab equipment.
- Maintain accurate attendance, progress, and performance records on each student.
- Available and willing to attend training to upgrade knowledge and skills.
- Perform tasks, assume duties, and exercise authority as may be required to accomplish the job functions.

STUDENTS:

- Assist in the recruitment of students by providing potential students with information about the program.
- Assist students with education and career decisions.
- Assist students in locating resource material for personal and academic needs.
- Develop a planned activity schedule that is consistent with local and state guidelines.
- Develop a working relationship with student organization sponsors at Indian Capital Technology Center.
- Implement plans for Health Occupations Students of America (HOSA) participation in skill and leadership activities at local, district, regional, state, and national levels.
- Assume responsibility for Job Placement.

PROFESSIONAL AND COMMUNITY RELATIONS:

- Maintain a line of communication and work cooperatively with instructor, administration, staff, clinical, and community contacts.
- Maintain professional competence through participation in professional and civic activities.
- Establish and maintain a close working relationship with the staff at Connors State College, the Oklahoma Department of Career & Technology Education, and program accrediting agencies.
- Develops and maintains contacts with community agencies for the purpose of advisory recommendations, student placement and/or career plans.
- Keeps informed through suppliers regarding technological updates and other pertinent information for upgrading program.

PUBLIC RELATIONS:

- Promote the program through community related activities.
- Promote programs and services through established personal contacts.

- Represent Connors State College and Indian Capital Technology Center at business and civic meetings and exhibitions.

RELATIONSHIPS INTERNAL:

Advise, consult, coordinate with the instructors, staff, Campus Director, Assistant to the Campus Director, District Administrator for Nursing and Health Careers Education, Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, and/or President and Superintendent.

EXTERNAL:

Develop and maintain contact with business/industry for the purpose of obtaining program recommendations and student placement.

Works with Connors State College, the Oklahoma Department of Career & Technology Education, program accrediting agencies, and other organizations/bodies in delivery of services related to the industry for which the program area/career major trains.

The omission of specific statements of duties does not exclude them from the position if the work similar, related, or a logical assignment to the position.

EDUCATION/EXPERIENCE:

- Minimum of a Master’s degree in any field of study
- Current Physical Therapy licensure/certification/registration to practice in Oklahoma
- Degree must be granted by an institution accredited by a regional/national accrediting body recognized by the U.S. Department of Education
- Minimum of five (5) years, full-time, post-licensure experience that includes a minimum of three (3) years full-time clinical experience
- Teaching experience (clinical and/or didactic)
- Experience in administration/management
- Experience in educational theory and methodology, instructional design, student evaluation and outcomes assessment; including the equivalent of nine (9) credits of coursework in educational foundations

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated willingness and ability to act ethically and socially responsible
- Adept and current in basic skills related to the program area/career major, and able to effectively counsel and educate students. In addition, possess the following skills:
 - Supervisory and organizational
 - Excellent interpersonal
 - Consultation and communication
 - Facilitation and coordination
 - Understanding of and experience with physical therapy assistants

DEPENDABILITY:

Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings, conferences as scheduled within the District, State, or other states.

PHYSICAL/MENTAL STANDARDS:

Able to read and comprehend varied and extensive written documents, regulations, and reference materials. Able to meet and confer with individuals and/or groups concerning a variety of subjects, including confidential matters. Able to operate a 4-wheeled vehicle to travel statewide. Requires lifting,

handling and carrying of such articles as books, manuals, files, and other related items. Able to lift 50 pounds from floor to a four-foot level.

EMOTIONAL EFFORT:

Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must work on a variety of projects at the same time. Must deal with major issues and problems which can create high stress. Must deal with multiple students working on a variety of projects simultaneously. Must carry out daily long-term instructional preparation requiring concentration efforts and over-time work. Must work with administration to deal with student discipline program.

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SIGNED: _____ **DATE:** _____